



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To: Councillor A Griffin (Chair)
Councillor C Stokes (Vice-Chair)
Councillor P Aves
Councillor C Forgacs
Councillor J Hubbard
Councillor S Rabey
Councillor J Westbrook

2 September 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance, Administration and Performance Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 9th September 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance, Administration and Performance Committee

Monday 9 September 2024
At 7.00 pm at the Town Hall

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

[Join Zoom Meeting](#)

Meeting ID: 836 6987 6198 Passcode: 481965

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Minutes (Pages 1 - 8)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 8th July 2024.

5. Grants (Pages 9 - 10)

To consider applicants for grants to community groups.

Members are reminded that £250 of this quarters grant budget is earmarked for Wiltshire Mind, as per the resolution of this committee on Monday 8th July 2024.

For decision.

5.1 Back on Track - Stroke Rehab Service (Pages 11 - 18)

5.2 Melksham Community Larder (Pages 19 - 26)

5.3 Melksham Foodbank (Pages 27 - 30)

5.4 Melksham Music Festival Ltd (Pages 31 - 38)

5.5 Splash - Community First Wiltshire (Pages 39 - 48)

5.6 Wessex MS Therapy Centre (Pages 49 - 56)

5.7 Youth Adventure Trust (Pages 57 - 66)

6. Request for Confirmation of signatories for Unity Bank

Full Council meeting 20th May 2024 signatories resolved as follows –

1. A. Westbrook – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
2. P. Aves – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
3. J. Hubbard – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
4. S. Crundell – has full access to Unity Bank for authorisations.
5. T. Price – awaiting details for mandate.

Finance meeting 8th July 2024 further signatories resolved as follows –

6. T. Predeth – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
7. K. Patel – mandate submitted 150724. Currently awaiting online registration from Unity Bank.

Unity Bank have recently added 'View People' to their online site. The following are listed as signatories –

1. G. Cooke – authorise/signatory. Online not activated.
2. G. Ellis – authorise/signatory. Online last used 260523.
3. J. Oatley – authorise/signatory. Online not activated.
4. S. Rabey – authorise/signatory. Online not activated.

To summarise –

1. Once the online letters have been received from Unity Bank, and activated, AW, PA, JH, T Predeth & KP will be able to clear payments. SC can do this currently.
2. Does the Committee/Cllrs wish to retain T Price, GC, GE, SR & JO as signatories? If so I will submit a further mandate.

For decision.

7. Data Comms into the Town Hall

To consider a recommendation that the council takes out an additional line through Virgin Media which will cost in the region of £65 per month. These speeds would be approx 500Mbps download and 125Mbps upload. This would give us considerable additional bandwidth into the building and support better connectivity for the Assembly Hall as well for streaming shows etc.

To assist in discussion, Councillor Griffin sent the following email:-

To assist consideration of this by councillors, can you please provide a schedule of what current phone and data services we have to each council building, including providers? A look over payment records indicates that we get telecoms services from several different providers, and consolidation could bring cost saving opportunities and uniformity of service.

Supplier/Payment references include THDA01, THZEN01, THEE01, DDRMA01

Reply from Finance Officer:-

THDA01 – Daisy Communications – wifi inside the Pavilion. This may be related to the alarm system too but Hugh can confirm. Currently £47.15pm.

THZEN01 – Zen – wifi at the Art House. When Good News Church took over the lease the wifi was cancelled but TH White advised that wifi was required for alarm monitoring within the building. Currently £20.40pm.

THEE01 – EE – this was the SIM provider for the Amenities Team's mobiles. Last

payment in Aug 2023 then contract was cancelled. I cannot find a current provider, but I have a feeling that the Team do not, now, have work phones and use their own? Check with Hugh/Dave.

DDRMA01 – Mainstream Digital – provider for all landlines into the TH & AH. There are many numbers on this contract and attempts, to date, have failed to identify what some numbers relate to. I believe Hugh is currently looking at this again?

We also have a new DD to BT. This is £82.40pm and relates to the public wifi at the Pavilion/KGV.

And, if March/April/May 2024 CBs are checked there are payments to O2 on the debit card. We do not, currently, have an account with O2 and Hugh's card was cloned. This has been rectified and all monies refunded.

For decision.

8. Financial Regulations 2024

To review new Financial Regulations before reference to Full Council for approval (document to follow).

9. Dates of meetings

Full Council on Monday 19th August 2024 agreed a new calendar of meetings. Authority was delegated to Finance, Administration & Performance to change the dates of its meetings to take account of quarterly reports.

Current dates are:-

4th November 2024

6th January 2025

3rd March 2025

6th May 2025

[Link to calendar of meetings](#)

It should also be taken into account that the Town Hall is shut from 25th December 2024 until Thursday 2nd January 2025 and the May meeting is currently scheduled between election day and the Annual Meeting.

10. Project Plans

To note that priorities have been identified by the Strategy Task & Finish Group and a further meeting is set for 30th September 2024.

11. Income & Expenditure (Pages 67 - 144)

To review and receive Income & Expenditure reports for May, June and July 2024.

12. Balance Sheet (Pages 145 - 146)

To review and receive Balance Sheet for July 2024.

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 8th July 2024

PRESENT: Councillor A Griffin (Chair)
Councillor C Stokes (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor G Ellis
Councillor A Westbrook

IN ATTENDANCE:

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Mel Rolph	Finance Officer
	Kalpesh Patel (virtually)	RFO

PUBLIC PARTICIPATION: One member of the public was present.

1/24 Apologies

Apologies were received from Councillor Rabey, who was substituted by Councillor A Westbrook and from Councillor J Westbrook who was substituted by Councillor Ellis

2/24 Declarations of Interest

There were no declarations of interest.

3/24 Public Participation

Sue Mortimer.

When is the AGAR section 3 - External Audit Report and Certificate 2022/23 going to be published on the MTC website?

When is the Fixed Asset Register for 31st March 2024 going to be published on the MTC website?

Sue quoted from Practitioners Guide section 2.10. regarding joint arrangements. MTC has financial partnerships with MWPC as follows:

Joint Neighbourhood Plan
Market Place Toilets
Shurnhold Fields
Age UK Wiltshire
Emergency Plans

Real Time Information for Bus Shelters

When are the accounts for these joint ventures going to be published?

The Chair advised that information would be put together and published as soon as possible.

Councillor Hubbard asked that it be minuted that the information had not been published as it should have been.

4/24 Minutes

Councillor Hubbard felt that item 106/23 did not fully reflect the discussion and grants on the agenda did not take account of that discussion. He asked what had happened to the report on grants that was to be prepared and had the information coming out of the last meeting been passed on. Councillor Griffin noted the time period between the last meeting and the grant deadline. He felt it would have been unreasonable to make changes during the process. Councillor Hubbard felt pre screening would have been possible. Councillor A Westbrook noted that there was no grants officer in post.

Councillor Hubbard also expressed concern that project plan updates were not on the agenda. It was noted that

The minutes of 13th May 2024, having previously been circulated, were approved as a correct record and signed by Councillor Griffin.

5/24 Grants

Alzheimer's Support

Concerns. It is a national organisation. Meetings not held in the Parish but no evidence of approach to Melksham Without Parish Council. Insufficient evidence of number of Melksham residents that would benefit.

It was proposed by Councillor Hubbard, seconded by Councillor Griffin and

UNANIMOUSLY RESOLVED to refuse the application.

Bowerhill Baby and Toddler Group

Concerns. Not in Parish. Insufficient evidence of number of Melksham residents that would benefit.

It was proposed by Councillor A Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to refuse the application.

Bowerhill Village Hall Trust

It was proposed by Councillor Griffin, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to refuse the application.

Carer Support Wiltshire

Concerns. Statutory funded. Held in Westbury

It was proposed by Councillor Hubbard, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to refuse the application.

Celebrating Age Wiltshire (CAW)

Put back to end.

Group Five

Put back to end.

HELP Counselling Services

Concerns. Why is funding needed from MTC – total project cost £15600 and other funding totals £15500. More information required.

It was proposed by Councillor Hubbard seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to refuse the application.

Melksham Amateur Swimming Club

It was proposed by Councillor Hubbard, seconded by Councillor Stoke and

UNANIMOUSLY RESOLVED to award the Melksham Amateur Swimming Club a grant of £325.00.

Melksham Gardeners Society

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to award the Melksham Gardeners Society a grant of £273.00 for Assembly Hall room hire.

Melksham Lions Club

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to award the Melksham Lions Club a grant of £281.63, subject to having sight of their Safeguarding policy before payment is made.

Melksham Riverside Centre

Councillor Hubbard declared an interest as a Trustee and MTC representative.

Put to end.

Stepping Stones

Concerns. Nurseries are commercial and statutory funded. No information of match funding.

It was recognised that there were extraordinary needs in the SEND sector.

It was proposed by Councillor Griffin, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to refuse the application.

That Meeting Place

Concerns. Grants not awarded for wages or cleaning supplies.

Noted that they do good work to “incubate” other groups.

Put to end.

Wilts & Berks Canal Trust

Councillor Hubbard pointed out that grants cannot be awarded to organisations giving funding away to other organisations. Councillor A Westbrook said the grant was for hall hire to raise funds for the trust.

It was proposed by Councillor Griffin, seconded by Councillor Stokes and

RESOLVED to award Wilts & Berks Canal Trust a grant of £216.00

Wiltshire & Bath Independent Living Trust Ltd

Concerns. Figures. Request £1000.00. Total cost of project £5000.00 including work already done. Expenditure total £3530.00. Secured funding £3115.00. Clarification needed.

It was proposed by Councillor Stokes, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to refuse the application.

Wiltshire Mind

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to award Wiltshire Mind a grant of £1000, to be paid as £250.00 from this quarters grant fund and then £250.00 from each of the remaining quarters grant funds for 2024/25.

The amounts awarded so far were reviewed and the sum remaining from this quarters budget calculated.

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to award £530.87 to each of the remaining five applicants, namely Celebrating Age Wiltshire (CAW), Group Five, Melksham Riverside Centre, That Meeting Place and Wiltshire Search & Rescue.

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED that an application can be automatically returned by officers if it does not meet all of the criteria on the spreadsheet.

During the discussions it was noted that none of the applicant organisations were represented at the meeting, although a couple had sent apologies.

Members stressed that a refused request for funding did not mean the council did not think it was not a worthy cause. Funding was limited and applicants were welcome to resubmit provided they could demonstrate the request met the funding criteria.

It was agreed that application form should be amended to

- (i) Specifically state funding will not be provided for Bowerhill or the surrounding villages
- (ii) Require applicants to attend the meeting

6/24 Wiltshire Towns Programme Activity Generation Grant Programme 2024/25 and 2025/26

Options were discussed.

It was proposed by Councillor Hubbard, seconded by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to explore the use of this grant for street furniture, trees and other greenery and for Councillor Hubbard, Councillor A Westbrook, and Councillor S Crundell if he wishes, to meet with Hugh Davies and Richard Baulch Collett.

It was agreed that Rebecca Lockwood Norris would be asked if she would be able to attend a meeting to give assistance.

7/24 Banking Mandate

Locum Clerk explained why the request was being made. The proposal was discussed.

It was proposed by Councillor A Westbrook, seconded by Councillor Aves and

RESOLVED to add Tracy Predeth, Locum Town Clerk and Kalpesh Patel, Locum RFO to the bank mandate to be able to make payments, transfer, and authorise payments.

8/24 Signatories & Payment Processes

1st & 3rd Monday ready for signing

Councillor A Westbrook was concerned that delays had resulted in suppliers telling her they would no longer deal with MTC. Suggested payroll be fortnightly and advance notice to councillors. Councillor Hubbard noted that MTC had a legal duty to pay within 30 days.

It was agreed that a rota would be produced for councillors to sign. When on rota councillors would have access to the Town Hall from 6:15 on the day of council meetings. If a councillor on the rota was unable to attend it would be their responsibility to arrange alternative cover.

Councillor A Westbrook left the meeting at 8:55.

9/24 Financial Statements

Disappointment was expressed that a new financial year had begun with the same model as the old financial year and that items were still not being coded against budget lines and were being spent directly against reserves. RFO said changes were being made but could not be done overnight. Councillor Hubbard disagreed and change needed to be implemented immediately. It was important that spending can be identified as coming from allocated budget not reserves.

A query was raised on item 9202 Unplanned Maintenance £16613.00. This was explained to be work on the Roundhouse.

10/24 Lloyds

Statement was received.

11/24 Unity

The statement was received.

12/24 Petty Cash

There was a query on an item marked Razors. Finance Officer advised she was unable to remember exactly what they were but confirmed it was a legitimate purchase relating to the work of the Amenities Team.

The statement was received.

13/24 Income & Expenditure

It was questioned why May statements were not available. The Chair advised focus had been on year end accounts. Locum clerk advised that a system error delayed the year end. May had now been produced, the system was working correctly and going forward work could be done on mis-coding.

Councillor Hubbard – Correct coding required on purchase order and checked on invoice. Information will then be correct when accounts team record spending and produce reports.

It was queried whether committee should receive or approve. Clerk advised accounts on agenda to be available to councillors and the public and for questions to be raised.

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED not to receive the Income & Expenditure Report and for a corrected version to be put to members at the next meeting.

14/24 Confidential Session

It was moved by Councillor Hubbard, seconded by Councillor Griffin and

UNANIMOUSLY RESOLVED to go into confidential session.

15/24 Council leases/licenses

The lease for the Cricket Pavilion was reviewed and discussed. Members voted on a proposal which contains confidential information.

Licences relating to moving the Avon War Memorial and installation of CCTV were signed.

Meeting Closed at: 9.40 pm

Signed:

Dated:

MELKSHAM TOWN COUNCIL REGULAR GRANT APPLICATIONS SEPT 2024																										
ORGANISATION NAME	TYPE OF GRANT REQUESTED	AMOUNT REQUESTED	WHAT THE GRANT IS FOR	Total Beneficiaries	Melksham Town Beneficiaries	Melksham Beneficiaries %	TOTAL COST OF PROJECT	AMOUNT REQUESTED	% OF TOTAL COST REQUESTED	Grant per Melksham beneficiary	Evidence of match funding/other sources of funding?	Is the grant for general or ongoing running costs such as salaries or rent? (Y/N)	If Yes, are there exceptional circumstances/how will you meet costs?	Previously received funding from Melksham Town Council? (Y/N?)	If Yes, when, what for and what amount?	GOVERNING DOCUMENT PROVIDED	RECENT ACCOUNTS PROVIDED	RECENT BANK STATEMENTS INCLUDED	SAFEGUARDING POLICY INCLUDED	EQUAL OPPORTUNITIES POLICY INCLUDED	ENVIRONMENTAL POLICY INCLUDED	DECLARATION SIGNED	SCORE OUT OF 23	Notes on Scores	AMOUNT REQUESTED	ATTENDING MEETING ON MONDAY 9TH SEPT 2024?
Carer Support Wiltshire	Regular	£1,000.00	The Melksham Peer Support Cafe is a group for unpaid carers to come and share stories, advice, support and receive guidance, reassurance and a small break form their caring role.	30	30	100.00	£1,705.00	£1,000.00	58.65	£33.33		Y		Y	2023- £500 for Young Carers	1	1	1	1	1	1	1	22	Application is for running costs; no match funding; they appear to have £324K in savings- rejected	£1,000.00	Y- Ruth Wilson
Melksham Foodbank	Regular	£700.00	Supplementing the regular supply of food parcels by providing a cooked meal every first Saturday of each month, including a Christmas dinner in December.	100	100	100.00	£1,000.00	£700.00	70.00	£7.00	1	N	N/A	N	N/A	1	1	1	1	1	1	1	23	Somewhat for running costs but is a new project and also for a specific Christmas event	£700.00	Y- Alan McFall
Splash (Community First Wiltshire)	Regular	£1,000.00	12 spaces on Splash positive activities for young people aged 9-16 from Melksham who are facing challenges in their lives.	12	12	100.00	£1,267.00	£1,000.00	78.93	£83.33	1	N	N/A	Y	Sept 2023- £768 for 12 places on Splash positive activity days	1	1	1	1	1	1	1	23	Perfect Score!	£1,000.00	Unable to attend but sent apologies 18/07
Back on Track- Stroke Rehab Service	Regular	£1,000.00	To provide rehabilitation, activities, counselling and psychotherapy for stroke survivors.	45	12	26.67	£17,260.00	£1,000.00	5.79	£83.33	1	Y		Y	2024- £1,000 for Rehabilitation and Additional Therapies	1	1	1	1	1	1	1	23	Looks like it's for general costs?	£1,000.00	Unable to attend but sent apologies 30/07
Wessex Multiple Sclerosis Therapy Centre	Regular	£1,000.00	Neuro physiotherapy for inhabitants with MS. We will invest towards new neuro equipment for our specialist MS physiotherapy gym.	362	15	4.14	£62,745.57	£1,000.00	1.59	£66.67	1	N	N/A	Y	2002- £300 for Voice/Singing Therapy	1	1	1	1	1	1	1	23	Perfect Score!	£1,000.00	Y- Sarah Folker- Outreach & Welfare Co-ordinator
Youth Adventure Trust	Regular	£498.00	Funding for 4 young people from Melksham to attend their 4 Pathway Days in October 2024 and February, April and June of 2025.	4	4	100.00	£8,900.00	£498.00	5.60	£124.50	1	N	N/A	Y	2022- £492- supporting young people from Melksham to attend Activity Days in 2023.	1	1	1	1	1	1	1	23	Perfect Score! Although low number of Melksham residents	£498.00	Y- Emily Bull, Regional Fundraiser for Somerset
Melksham Music Festival Ltd	Room Hire	£180.00	We are requesting free hire of the Assembly Hall so that entry fees to Melksham Monster Ball can be kept as low as possible, ensuring that the event is as accessible as possible.	300	285	95.00	£1,500.00	£180.00	12.00	£0.63	1	N	N/A	Y	Numerous occasions- up to £3,000 for Party in the Park	1	1	1	1	1	1	1	23	Policies a little rushed? For Room Hire for a popular community event	£180.00	Y- Mark Stansby
Melksham Community Larder	Room Hire	£112.50	To run a second Swish (clothes swap) event at Melksham Assembly Hall to redistribute unwanted clothes in Melksham, to save clothes from landfill and provide clothes to people in need.	250	200	80.00	£112.50	£112.50	100.00	£0.56	1	N	N/A	N	N/A	1	0	1	1	1	1	0	20	No Accounts available as very little activity. Volunteer hours can be set against match-funding. Just needs to sign declaration.	£112.50	Invited to meeting 30/08/2024
2385 Melksham Squadron- Air Training Corps	Regular	£1,000.00	The purchase of the Squadron (Sqn) essentials such as stationary, cleaning equipment, first aid training supplies and adventure training equipment to allow 2385 Melksham Sqn to continue to operate and provide excellent opportunities for the young people of Melksham.	56	52	92.86	£2,000.00	£1,000.00	50.00	£19.23	1	Y	Continued subscription payments, squadron fundraising and potential future grants.	Y	March 2021- £500- room hire Sept 2021- £225- cash Nov 2022- £919.96- cash March 2023- £680.40- room hire	1	1	1	1	1	0	1	22	For general running costs. They don't have an environmental policy- rejected	£1,000.00	Unable to attend but sent apologies 27/08
																								Budget Sept 2024=	£16,000.00	
																								Total Requested Sept 2024=	£6,490.50	
																								Difference=	£9,509.50	

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REGULAR GRANT APPLICATION FORM- PART 1

**PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES
BEFORE COMPLETING THIS FORM**

**PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.**

**THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR
SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Back On Track – Stroke Rehab Service	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
1	Monday 20 th May 2024	Friday 21 st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 3 rd March 2025
3	Monday 23 rd September 2024	Friday 25 th October 2024	Monday 11 th November 2024	May 2025 tbc
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 3 rd March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Back On Track – Stroke Rehab Service

2. YOUR GRANT						
Which type of grant are you applying for?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; padding: 2px 5px;">Regular Grant (up to £1,000)</td> <td style="width: 10%; text-align: center; padding: 2px 5px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 5px;">Room Hire Grant (for Melksham Assembly Hall or Town Hall)</td> <td style="text-align: center; padding: 2px 5px;"><input type="checkbox"/></td> </tr> </table>	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>	
Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>					
Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>					
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£ 1,000				

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide your charity number: 1156529	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: Click or tap here to enter text.	
<i>Please tick the categories that best describe your organisation:</i>	
<input checked="" type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input checked="" type="checkbox"/> Advice organisation <input checked="" type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify): Click or tap here to enter text.
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?	
<i>Our charity provides long term rehabilitation and support to young stroke survivors and their carers, many of whom live in Melksham. We run a 1:1 Home Visiting Service, giving information, advice and goal-setting sessions, to help the stroke survivor adjust to the life changes that a stroke brings. We provide rehabilitation and activities to assist the stroke survivors work towards their personal goals. We also</i>	

support them to find Volunteering opportunities and give back to work guidance and support. We also run a Peer Support Group based in Melksham, using local venues, cafes and gyms for our activities.

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

We would use the funding to provide rehabilitation, activities , counselling and psychotherapy for stroke survivors.

If needed, please elaborate here with further details:

The importance of having funding to provide these therapies is because most stroke survivors lose their jobs following their strokes and could not access this vital help, should a fee be involved.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Our charity has been working in Melksham Town for over 12years and receives many referrals to visit clients who live in the area covered by Melksham Town Council. Our experience and the numbers of stroke survivors we provide a service for, demonstrates that our service is needed in this area.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Over the last 12 years we have supported many young stroke survivors to regain their independence and to move on with their lives. Being able to offer our service to those people living in this area, will help them return to employment and regain control of their lives. We support many stroke survivors to access rehabilitation and activities in Melksham which benefits the local community too, as we make use of local facilities, cafes, the Melksham Campus as part of our rehabilitation programme.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Without this project, the young stroke survivors would not be able to access the rehabilitation, activities, counselling and psychotherapy that they need to help them overcome their disabilities and work towards independence. Without our support they would struggle to know how to access Volunteering and back to work guidance and support, reducing their chances of regaining employment and an improved quality of life.

6. BENEFICIARIES

How many people in total will benefit from this grant?

35-45

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

12 + any new referrals

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

We are supporting 12 Melksham stroke survivors and their carers at the moment. This figure is likely to increase as we receive more new referrals throughout the year.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ Click or tap here to enter text.

GRANT AMOUNT REQUESTED

£ Click or tap here to enter text.

What are your current or planned subs/fees/charges?

Click or tap here to enter text.

How will you spend the grant money you are applying for?

Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
Rehabilitation sessions@ £25/hr x 5 sessions/wk x 47wks(1yr)	£ 5,875
Art Therapy @ £40/2hr session x 2mth x 12mths	£ 1,080
Psychotherapy @£40/hr 2wk x 47wks (1yr)	£ 4,230
Counselling @ £49/hr x 1mth x 47(1yr)	£ 2,115
Hall Hire @ £30/hr/2hrs 2mth x 12mths	£ 720
Volunteer Drivers x 4 to transport clients to activities and stroke group av 150mls/mth x .45p/mml = £67.50mth x 12mths =£810 x 4	£ 3,240
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 17,260

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- any existing reserves

*Please note: projects must be match funded if you are requesting over £250.
(Voluntary time can be counted as benefit in kind.)*

Source	Confirmed?	Amount
Co-op Community Foundation	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 963.31
Marsh Charitable Trust	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 500
St James Trust	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1,000
Guinness Charitable Trust	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1,000
Chippenham Borough Lands	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 5,000
Trowbridge Town Council	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1,000
	Total	£ 9,463.31

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	31/08/2023
TOTAL EXPENDITURE:	£ 40,775
TOTAL GROSS INCOME:	£ 28,657
BALANCE AT YEAR END:	£ 484
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 0

If your savings are more than your annual expenditure, what are they for?

Click or tap here to enter text.

9. ELIGIBILITY

Please tick to confirm that this grant application meets the following criteria:

Please note- applications that do not meet all the criteria will be rejected.

Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future: Click or tap here to enter text.	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes:	
What year was it awarded?	2024
What was the amount?	£1,000
What was the funding for?	Rehabilitation and Additional Therapies.
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	
Is the funding for work with vulnerable adults or children?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	

11. CHECKLIST
<i>Please tick to confirm that you have included the following documents:</i>

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☒ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- ☒ A copy of your most recent accounts
- ☒ A copy of your most recent bank account statement & details of any other investments/savings
- ☒ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☒ A copy of your adopted Equal Opportunities Policy or Statement
- ☐ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	[REDACTED]
Account Number:	[REDACTED]
Sort Code:	[REDACTED]

DECLARATIONS
<ul style="list-style-type: none">• In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.• I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.• I/we understand that it will only be accessed by authorised staff members to manage the grant application process.• I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.• I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.• I/we have been made aware of my/our rights under GDPR.• I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.• I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.• I/we declare that I/we have included all the requested information.• I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.• I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee. <p>Signature(s) of Applicant(s): [REDACTED]</p> <p>Date: 16/07 2024</p>

***Please return your completed form with copies of **ALL** relevant documents to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***

Please remember to make a note of the dates of the Finance, Administration & Performance Committee meetings which are relevant to your application round (see page 1).



REGULAR GRANT APPLICATION FORM- PART 1

**PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES
BEFORE COMPLETING THIS FORM**

**PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.**

**THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR
SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Melksham Community Larder	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
1	Monday 20 th May 2024	Friday 21 st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 3 rd March 2025
3	Monday 23 rd September 2024	Friday 25 th October 2024	Monday 11 th November 2024	May 2025 tbc
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 3 rd March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Melksham Community Larder

2. YOUR GRANT		
Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input checked="" type="checkbox"/>
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£ £112.50

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number: Click or tap here to enter text.	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: Click or tap here to enter text.	
<i>Please tick the categories that best describe your organisation:</i>	
<input type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input checked="" type="checkbox"/> Other (please specify): Environmental/assisting underprivileged people
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
<i>What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?</i>	
Melksham Community Larder runs a very popular operation to distribute food and other items that would otherwise go to landfill. It serves to save tonnes of food from waste and provides food and other items to people in need, The larder's opening hours are Monday at 2pm, Tuesday at 11am, Wednesday at 12pm, Thursday at 11am and Friday at 2pm. Alongside the food redistribution, the Larder has started to	

redistribute clothes that would otherwise be thrown away, through 'Swish' clothes swap events. The first one took place earlier this year on 17 March and the second event is scheduled for 29 September.

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

To run a second Swish (clothes swap) event at Melksham Assembly Hall to redistribute unwanted clothes in Melksham, to save clothes from landfill and provide clothes to people in need.

If needed, please elaborate here with further details:

Click or tap here to enter text.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

The first event was very successful, with around 1000 items of clothing rehomed.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

The event takes place in the heart of Melksham and will be promoted to the users of the Community Larder who are Melksham based. Although no specific stats were gathered at the last event in March, we know that the people who attended were from Melksham

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

More clothes will go to landfill, causing more environmental problems for people in the area, and more people will have to spend money on new clothes which will be an additional challenge in the cost of living crisis affecting people in Melksham, especially from the more deprived areas.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Click or tap here to enter text.

How many of the beneficiaries are residents of the area covered by Melksham Town Council?	Click or tap here to enter text.
<p>Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?</p> <p>We didn't have a grant last time si we did not ask for the information, we will ask at this event. However if fullifils a move towards net zero over the whole area.</p>	

7. FINANCIAL INFORMATION																			
ESTIMATED TOTAL COST OF PROJECT	£ 112.50																		
GRANT AMOUNT REQUESTED	£ 112.50																		
What are your current or planned subs/fees/charges?	<p>The event is free, but for those who do not bring clothes to exchange, they can make a donation for items.</p> <p>The event will run from 1100-1600 and since the hourly rate is £22.50, the total room hire cost is £112.50</p>																		
<p>How will you spend the grant money you are applying for?</p> <p><i>Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</i></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Assembly Hall Room Hire</td> <td>£ 112.50</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Total</td> <td>£ Click or tap here to enter text.</td> </tr> </tbody> </table>		Item	Amount	Assembly Hall Room Hire	£ 112.50	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Total	£ Click or tap here to enter text.
Item	Amount																		
Assembly Hall Room Hire	£ 112.50																		
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Click or tap here to enter text.	£ Click or tap here to enter text.																		
Click or tap here to enter text.	£ Click or tap here to enter text.																		
Total	£ Click or tap here to enter text.																		

How else are you funding your project?

- Please include:
 - grants received and applied for from other organisations
 - any income from fundraising
 - any existing reserves

**Please note: projects must be match funded if you are requesting over £250.
(Voluntary time can be counted as benefit in kind.)**

Source	Confirmed?	Amount
Voluntary time to prepare the event – 7 people x 4 hours at minimum wage (£11.44 ph)	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ 320.32
Voluntary time to run the event – 7 people x 5 hours at minimum wage (£11.44 ph)	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ 400.40
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
	Total	£ Click or tap here to enter text.

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	Click or tap here to enter text.
TOTAL EXPENDITURE:	£ Click or tap here to enter text.
TOTAL GROSS INCOME:	£ Click or tap here to enter text.
BALANCE AT YEAR END:	£ Click or tap here to enter text.
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ Click or tap here to enter text.

If your savings are more than your annual expenditure, what are they for?

Click or tap here to enter text.

9. ELIGIBILITY

Please tick to confirm that this grant application meets the following criteria:

Please note- applications that do not meet all the criteria will be rejected.

Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>

Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future: Click or tap here to enter text.	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes:	
What year was it awarded?	Click or tap here to enter text.
What was the amount?	Click or tap here to enter text.
What was the funding for?	Click or tap here to enter text.
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☒ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- ☐ A copy of your most recent accounts
- ☒ A copy of your most recent bank account statement & details of any other investments/savings
- ☒ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☒ A copy of your adopted Equal Opportunities Policy or Statement
- ☒ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	Click or tap here to enter text.
Account Number:	Click or tap here to enter text.
Sort Code:	Click or tap here to enter text.

DECLARATIONS
<ul style="list-style-type: none">• In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.• I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.• I/we understand that it will only be accessed by authorised staff members to manage the grant application process.• I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.• I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.• I/we have been made aware of my/our rights under GDPR.• I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.• I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.• I/we declare that I/we have included all the requested information.• I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.• I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.
Signature(s) of Applicant(s): Click or tap here to enter text.
Date: Click or tap here to enter text.

***Please return your completed form with copies of **ALL** relevant documents to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***

Please remember to make a note of the dates of the Finance, Administration & Performance Committee meetings which are relevant to your application round (see page 1).



Melksham Town Council
 Town Hall, Melksham, Wiltshire, SN12 6ES
 Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grants Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
How much are you applying for in this application?	£700

1. ORGANISATION/GROUP'S NAME

Melksham Foodbank

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:	[REDACTED]		
ADDRESS:	[REDACTED]		
TELEPHONE:	[REDACTED]	EMAIL:	[REDACTED]

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/ No
Have at least three members on its management committee?	Yes
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	Yes

Are you a registered charity? Yes/No: If so, please give your charity number: No

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain) Addressing food poverty

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

We address and prevent food poverty by taking donations of food and finance from the community and providing regular non-perishable food parcels to those in need in Melksham and surrounding area.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Supplementing the regular supply of food parcels by providing a cooked meal every first Saturday of each month, including a Christmas dinner in December.

If needed, please elaborate here with further details

The funding requested in this round would provide for meals in October, November and the Christmas special dinner in December. Typical client attendance each month is circa 40 clients, including children. The December attendance is circa 80 clients.

Regular monthly cost is £100 in total, Christmas meal is £800.

How will this benefit the community or people of Melksham?

The physical and mental well-being of those who find themselves in food poverty is greatly enhanced by the provision of a cooked meal, even if only once a month, contributing to the general positive atmosphere in the town for the whole community.

The support of the Town Council to Foodbank in general, and these meals in particular, leads to people being appreciative of the interest and concern of the local authority.

What evidence do you have that this project/service is required in Melksham?

The attendance of circa 40 clients regularly and around 80 at Christmas bears testimony to the need. Referring agencies have spoken positively about the positive effect of providing a regular, if infrequent, meal to those struggling to feed themselves or their families.

What evidence do you have of adverse effects on the community if your project does not go ahead?

This project further contributes to the positive effect of the Foodbank, without which we would likely experience more illness, petty theft, anti-social behaviour and truancy from school.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Approx 80 to 100

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map which indicates the Melksham Town boundary.

All

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

The referral information we receive indicates clients' home addresses and few on our client list are from outside Melksham.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1,000

GRANT AID REQUESTED FROM MTC £700

What are your current or planned subs/fees/charges?

We do not charge Foodbank clients for any provision of food.

Volunteers who assist make a donation toward their food.

How will you spend the grant money you are applying for?

Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
Monthly breakfast meal cost x 2 months (Oct, Nov)	£ 200
Christmas meal supply cost (Dec)	£ 800
	£
	£
	£
	£
	£
Total	£1,000

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Volunteer donations	£60	No
Existing reserves	£250	Yes
Volunteer time (7 x 2hrs x 3 events @ £10)	£420	
	£	
	£	
	£	
Total	£730	

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31/12 /2023

TOTAL GROSS INCOME £42,566

TOTAL EXPENDITURE £46,511

BALANCE AT YEAR END £ 39,443

SAVINGS (RESERVES, CASH, INVESTMENTS) £39,443

If your savings are more than your annual expenditure, what are they for?

9. ELEGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	N/A

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	N/A
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No /Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No /Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: [REDACTED] Account number: [REDACTED] Sort Code: [REDACTED]	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) [REDACTED] Date: 18/07/2024	

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES, or by email to grants@melksham-tc.gov.uk



REGULAR GRANT APPLICATION FORM- PART 1

**PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES
BEFORE COMPLETING THIS FORM**

**PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.**

**THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR
SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Melksham Music Festival Ltd	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
1	Monday 20 th May 2024	Friday 21 st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 3 rd March 2025
3	Monday 23 rd September 2024	Friday 25 th October 2024	Monday 11 th November 2024	May 2025 tbc
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 3 rd March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Melksham Music Festival Ltd

2. YOUR GRANT		
Which type of grant are you applying for?	<div style="display: flex; justify-content: space-between;"> <div>Regular Grant (<i>up to £1,000</i>)</div> <div><input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Room Hire Grant (<i>for Melksham Assembly Hall or Town Hall</i>)</div> <div><input checked="" type="checkbox"/></div> </div>	
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£ 180.00

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number: <small>Click or tap here to enter text.</small>	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: <small>Click or tap here to enter text.</small>	
<i>Please tick the categories that best describe your organisation:</i>	
<input type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input checked="" type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify): <small>Click or tap here to enter text.</small>
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
<i>What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?</i>	
Melksham Music Festival (MMF) was formed in 2012 as a voluntary, non-profit company, limited by guarantee with liability of £10 for each director. No wages are paid to anyone, nor are dividends or shares paid. Any surpluses are retained for future use by MMF.	

Our key aims (where practicable) is:

1. To provide opportunities to local people with talent to perform in public.
2. To provide safe entertainment for all ages.
3. To provide opportunities for local organisations and charities to increase their profile in the community.
4. To provide opportunities for local traders to promote themselves in a positive manner.

Our previous events include Party in the Park and Monster Ball.

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

We are requesting free hire of the Assembly Hall so that entry fees to Melksham Monster Ball can be kept as low as possible, ensuring that the event is as accessible as possible.

If needed, please elaborate here with further details:

Click or tap here to enter text.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Monster Ball is an established annual event and is always well supported.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

We are aware that the vast majority who attend reside in Melksham and Melksham Without Parishes.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

The project will continue but we may need to review our entrance fees to cover costs.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	Up to 300 attending
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	Estimated at 95%
Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council? See comment above.	

7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£ 1,500
GRANT AMOUNT REQUESTED	£ 180
What are your current or planned subs/fees/charges?	Tickets £5 per person, under 5s free entry
How will you spend the grant money you are applying for? <i>Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</i>	
Item	Amount
Hall Hire	£ 180
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 180

How else are you funding your project?

- Please include:
 - grants received and applied for from other organisations
 - any income from fundraising
 - any existing reserves

**Please note: projects must be match funded if you are requesting over £250.
(Voluntary time can be counted as benefit in kind.)**

Source	Confirmed?	Amount
Entry Fees	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1000
Existing Reserves	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 500
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Total		£ 1500

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	2022/23
TOTAL EXPENDITURE:	£ 1106.24
TOTAL GROSS INCOME:	£ 1610.80
BALANCE AT YEAR END:	£ 2324.46
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 5,000.00

If your savings are more than your annual expenditure, what are they for?

Savings have been accrued over a number of years and will be utilised for future events, yet to be determined.

9. ELIGIBILITY

Please tick to confirm that this grant application meets the following criteria:

Please note- applications that do not meet all the criteria will be rejected.

Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future: Click or tap here to enter text.	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<i>If Yes:</i>	
What year was it awarded?	Numerous occasions
What was the amount?	Up to £3,000 for Party in the Park
What was the funding for?	Party in the Park
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	

11. CHECKLIST
<i>Please tick to confirm that you have included the following documents:</i>

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☒ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- ☒ A copy of your most recent accounts
- ☒ A copy of your most recent bank account statement & details of any other investments/savings
- ☒ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☒ A copy of your adopted Equal Opportunities Policy or Statement
- ☒ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)



REGULAR GRANT APPLICATION FORM- PART 1

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BEFORE COMPLETING THIS FORM**

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BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.**

**THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR
SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Splash (Community First Wiltshire)	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.



MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed <i>(NB: forms will need to be received no later than two weeks prior to this date)</i>
1	Monday 20 th May 2024	Friday 21 st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 3 rd March 2025
3	Monday 23 rd September 2024	Friday 25 th October 2024	Monday 11 th November 2024	May 2025 tbc
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 3 rd March 2025	September 2025 tbc

REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Splash (Community First Wiltshire)

2. YOUR GRANT		
Which type of grant are you applying for?	<div>Regular Grant <i>(up to £1,000)</i></div> <div>Room Hire Grant <i>(for Melksham Assembly Hall or Town Hall)</i></div>	<input checked="" type="checkbox"/> <input type="checkbox"/>
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£ 1000

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide your charity number: 288117	

Is your organisation part of, or affiliated to, a larger organisation?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If Yes, which: For context Splash is a programme carried out by the Youth Action Wiltshire team which is the youth arm of Community First Wiltshire			
Please tick the categories that best describe your organisation:			
<input checked="" type="checkbox"/> Charitable organisation <input checked="" type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled		<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify): Click or tap here to enter text.	
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:			
What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?			
<p><i>For 33 years, Splash has supported young people in Wiltshire as part of Youth Action Wiltshire, the youth division of Community First (registered charity number 288117).</i></p> <p><i>The Splash team offers personalised one-on-one youth worker support, weekly online group activities during term time, and in-person group activities on weekends and school holidays. These services cater to young people facing various challenges, including those with special educational needs, child protection issues, living in care, young carers, and young victims of crime. Splash's mission is to enhance confidence and self-esteem, nurture feelings of self-worth and acceptance, reduce peer bullying, foster positive friendships, and improve the mental health and wellbeing of participants. By providing positive experiences in a welcoming environment, Splash empowers young people and inspires them to aspire to a brighter future.</i></p> <p><i>This grant application seeks funding specifically for opportunities for young people in Melksham who are facing challenges. Over the past year, 35 young people from Melksham participated in 104 sessions, which included a combination of one-on-one support, group activities, and webinars.</i></p> <p><i>Both experience and national research show that working with vulnerable and disadvantaged young people in small, closely supervised groups allows them to benefit from positive role models. This approach helps them form positive friendships, develop self-worth, and gain acceptance, ultimately improving their mental wellbeing and resilience to future challenges. During group activities, we challenge young people to achieve goals they previously thought impossible, boosting their self-esteem and sense of accomplishment. These challenges can range from overcoming a fear of heights to eating in front of others, making new friends, or leading a group activity. Together, we encourage, empathise, praise, and celebrate the achievements of those involved with Splash. The positive development in these young people is recognised and valued by schools, families, and the wider community.</i></p> <p><i>Postcodes of the 35 young people from Melksham who have accessed Splash since 18/07/2023 (some postcodes have multiple children accessing the service:</i></p> <p><i>SN12 6EE</i> <i>SN12 6HF</i> <i>SN12 6SD</i> <i>SN12 7LX</i> <i>SN12 7PT</i> <i>SN12 7SD</i> <i>SN12 7SJ</i> <i>SN12 8AL</i></p>			

SN126BQ
 SN126EJ
 SN126HN
 SN126RP
 SN126RS
 SN126UH
 SN126WA
 SN127AZ
 SN127BH
 SN127DT
 SN127EH
 sn127fs
 SN127FT
 SN127GL
 SN127LP
 SN127NH
 SN127PH
 SN127PQ
 SN127RF
 SN128AJ
 sn128ba
 SN128DN
 SN128FA
 SN128FD

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

12 spaces on Splash positive activities for young people aged 9-16 from Melksham who are facing challenges in their lives.

If needed, please elaborate here with further details:

Young people can participate in a range of positive projects based on their preferences and our available programmes. Additionally, we offer one-on-one sessions with our staff when needed. Transport is provided for sessions where needed and we can also provide food for the days that we are supporting the young people in our care, this helps us to remove barriers from families who may have difficulty accessing the support otherwise. We have also established SLA's with various mental health services (Wiltshire Mind and Relate) to provide counselling sessions to young people referred through our charity, we spot purchase the counselling sessions and they come at no cost to the families.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

In addition to the direct benefits for the young people attending Splash, the wider community also sees positive impacts. Families report increased happiness in their children, and schools note improved attendance and engagement in lessons. The development of positive social and youth volunteering skills

further benefits local communities. We also partner with organisations like Wiltshire Wildlife Trust for activity days in natural spaces, promoting mindfulness and respect for the environment.

Results from our April 2024 parent/referrer feedback survey showed the following impacts on beneficiaries:

- 90% reported increased self-esteem, happiness, pride, and self-worth.
- 93% reported increased self-confidence and belief in themselves.
- 91% reported improved mental health and wellbeing.
- 72% of families reported improved school attendance.
- 88% of families reported improved attitudes and behaviour, as well as increased feelings of inclusion and reduced isolation.
- 91% of families reported improved home life quality and social skills, including communication and interaction within the family and with others.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

From 18/07/2020 90 different young people from the town have benefitted from Splash support attending 409 Splash contact sessions. Young people have been referred under the following referral categories:

Parent/Young Person Mental Health issues
Behaviour Difficulties
Non/Poor/Reluctant school Attendance
Statement of SEN/Learning Difficulties/ASD
Free School Meals
Emotional Difficulties
Victims of Crime/Bullying/Abuse
Those with Child Protection Plans/issues
Children in Care

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Early intervention and prevention are essential in helping young people avoid long-term mental health issues. The data highlights a worrying trend in England:

The mental health charity Young Minds reports that:

- One in six children aged five to 16 were identified as having a probable mental health problem in July 2021, a huge increase from one in nine in 2017. That's five children in every classroom.
- The number of A&E attendances by young people aged 18 or under with a recorded diagnosis of a psychiatric condition more than tripled between 2010 and 2018-19.
- 83% of young people with mental health needs agreed that the coronavirus pandemic had made their

mental health worse.

- In 2018-19, 24% of 17-year-olds reported having self-harmed in the previous year, and seven per cent reported having self-harmed with suicidal intent at some point in their lives. 16% reported high levels of psychological distress.
- Suicide was the leading cause of death for males and females aged between five to 34 in 2019.
- Nearly half of 17-19 year-olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point, rising to 52.7% for young women.

The rising demand for services like CAMHS adds significant pressure on to schools, families, charities and of course the NHS. The Education Policy Institute reports that school attendance has still not recovered post-pandemic, with persistent absence rates soaring from 13.1% in autumn 2019 to 24.2% in autumn 2022, affecting over 1.7 million pupils. Persistent absence not only impacts educational attainment but also serves as an indicator of wider issues like deteriorating mental health among secondary school pupils.

Splash works closely with local schools, including Melksham Oak, accepting referrals and providing one-on-one support to help young people address and overcome specific challenges. Our survey feedback consistently displays that Splash support contributes to improving relationships with schools and improving school attendance. These results demonstrate the effectiveness of early intervention through Splash, which positively impacts families, peer groups, school communities, and the wider local community.

Our support has also helped to 'focus' some young people and enable them to navigate away from poorer choices such as alcohol and drug use and anti-social behaviour which has impact on the wider community. We know this through case studies and feedback received directly from the young people we work with as well as their families testimonials. Being supported, listened to, and welcomed within a peer group significantly boosts their motivation, confidence, and self-belief, helping them develop resilience and positive life skills, and aspire to a brighter future. Splash's approach of understanding, listening, empathising, supporting, welcoming, encouraging, and challenging young people enables them to thrive.

Without Splash and similar youth support services, young people will continue to struggle, leading to strained family and school relationships and negative implications for community wellbeing.

6. BENEFICIARIES

How many people in total will benefit from this grant?	12 (plus wider familial impact)
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	12 (plus wider familial impact)

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Based on previous years statistics we anticipate approx. 30-40 young people from the town engaging with Splash. However, we operate a multi-source funding model and will approach other local funders to ensure all young people referred from the town will be able to access our services. We are proposing that the Town Council fund 12 places for young people from the town, who are facing challenges in their lives.

7. FINANCIAL INFORMATION																									
ESTIMATED TOTAL COST OF PROJECT	£ 1267																								
GRANT AMOUNT REQUESTED	£ 1000																								
What are your current or planned subs/fees/charges?	All our services, including transport to and from activities is provided free of charge. This is in order to provide equality of opportunity and easy access in a bid to engage the hardest to reach young people.																								
<p>How will you spend the grant money you are applying for?</p> <p><i>Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</i></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Activity Facilitators/Providers</td> <td>£ 560</td> </tr> <tr> <td>Travel and Travel to and from activity venues across the county – broadening opportunities for young people from the town</td> <td>£ 180</td> </tr> <tr> <td>Youth Support Worker, Project Coordination, Safeguarding, Health and Safety, Monitoring and Evaluation</td> <td>£ 482</td> </tr> <tr> <td>Welfare Costs (Sanitary Products, Food and Drinks)</td> <td>£ 45</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Total</td> <td>£ 1267</td> </tr> </tbody> </table>		Item	Amount	Activity Facilitators/Providers	£ 560	Travel and Travel to and from activity venues across the county – broadening opportunities for young people from the town	£ 180	Youth Support Worker, Project Coordination, Safeguarding, Health and Safety, Monitoring and Evaluation	£ 482	Welfare Costs (Sanitary Products, Food and Drinks)	£ 45	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Click or tap here to enter text.	£ Click or tap here to enter text.	Total	£ 1267						
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<p>How else are you funding your project?</p> <ul style="list-style-type: none"> Please include: <ul style="list-style-type: none"> grants received and applied for from other organisations any income from fundraising any existing reserves <p><i>Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)</i></p> <table border="1"> <thead> <tr> <th>Source</th> <th>Confirmed?</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>OPCC</td> <td>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></td> <td>£ 267</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Click or tap here to enter text.</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td>£ Click or tap here to enter text.</td> </tr> <tr> <td>Total</td> <td></td> <td>£ 267</td> </tr> </tbody> </table>		Source	Confirmed?	Amount	OPCC	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 267	Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.	Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.	Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.	Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.	Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.	Total		£ 267
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8. ANNUAL ACCOUNTS- <i>Please provide the following information from your annual accounts:</i>	
ACCOUNT YEAR ENDING:	March 2023
TOTAL EXPENDITURE:	£ Click or tap here to enter text.
TOTAL GROSS INCOME:	£ Click or tap here to enter text.
BALANCE AT YEAR END:	£ Click or tap here to enter text.
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ Click or tap here to enter text.
<p>If your savings are more than your annual expenditure, what are they for?</p> <p>Click or tap here to enter text.</p>	

9. ELIGIBILITY	
<p><i>Please tick to confirm that this grant application meets the following criteria:</i></p> <p>Please note- applications that do not meet all the criteria will be rejected.</p>	
Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<p>If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:</p> <p>Click or tap here to enter text.</p>	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<p>If Yes, please explain the exceptional circumstances:</p> <p>Click or tap here to enter text.</p>	

--

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<i>If Yes:</i>	
What year was it awarded?	September 2023
What was the amount?	£768
What was the funding for?	12 places on Splash positive activity days
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: <small>Click or tap here to enter text.</small>	
Is the funding for work with vulnerable adults or children?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: Georgia Tanner for Young Carers and individual support workers for individual young people, we also have direct access to Julia Gay from The Horizon Team at Wiltshire Police.	

11. CHECKLIST
<p><i>Please tick to confirm that you have included the following documents:</i></p> <p><i>Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed) <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> A copy of your most recent bank account statement & details of any other investments/savings <input checked="" type="checkbox"/> A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults) <input checked="" type="checkbox"/> A copy of your adopted Equal Opportunities Policy or Statement <input checked="" type="checkbox"/> A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	██████████
Account Number:	██████████
Sort Code:	██████████

DECLARATIONS
<ul style="list-style-type: none">• In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.• I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.• I/we understand that it will only be accessed by authorised staff members to manage the grant application process.• I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.• I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.• I/we have been made aware of my/our rights under GDPR.• I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.• I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.• I/we declare that I/we have included all the requested information.• I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.• I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee. <p>Signature(s) of Applicant(s): ██████████</p> <p>Date: 18/07/2024</p>

***Please return your completed form with copies of **ALL** relevant documents to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***

Please remember to make a note of the dates of the Finance, Administration & Performance Committee meetings which are relevant to your application round (see page 1).



REGULAR GRANT APPLICATION FORM- PART 1

**PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES
BEFORE COMPLETING THIS FORM**

**PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.**

**THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR
SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Wessex Multiple Sclerosis Therapy Centre	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
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4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 3 rd March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Wessex Multiple Sclerosis Therapy Centre

2. YOUR GRANT		
Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£ Click or tap here to enter text.

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide your charity number: 800851	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: Click or tap here to enter text.	
<i>Please tick the categories that best describe your organisation:</i>	
<input checked="" type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input checked="" type="checkbox"/> Advice organisation <input checked="" type="checkbox"/> Organisation assisting the disabled	<input checked="" type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input checked="" type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify): Click or tap here to enter text.

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
<i>What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?</i>	
We provide a range of therapies for our members who are inhabitants of Melksham, in a well-equipped, accessible and friendly environment. Our therapists tailor programmes based on individual needs, whether they have been recently diagnosed with MS, or have been living with their condition for some time. We regularly review our services, taking into account the needs of our members, with the aim of providing the best specialist possible care and advice.. Our building is completely accessible for disabled members with	

disabled free onsite parking. We are the nearest Neuro MS Centre to Melksham (13 miles). Inhabitants of Melksham would otherwise have to travel to Bristol (32 miles) or Swindon (28 miles) for specialist Neuro physiotherapy.

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

Neuro physiotherapy for inhabitants with MS

If needed, please elaborate here with further details:

Melksham inhabitants with Multiple sclerosis make up for 4% of our members. (this doesn't include their families and carers) (We are applying for just over 1.6% of our project annual total.) These members travel the thirteen miles from Melksham to access our specialist neuro-physiotherapy department, as we are the nearest MS Centre to Melksham geographically that can offer these vital therapies. There are no organisations nearer to, or in Melksham that can offer them the same physical support, specialist advice and information. This can help greatly with their physical mobility, as well as their mental and emotional health.

Not all members can afford private physiotherapy (in fact very few can) or are unable to access ongoing physiotherapy through the NHS and we want to be able to bridge that gap for our members with MS who live in Melksham and surrounding areas.

We are fortunate to have a great physiotherapy gym and therapy garden, where we can work on specific areas of gait/balance and moving with confidence for members with Multiple Sclerosis

This is essential background work for the reality of everyday mobility. We want to be able to deliver long term, ongoing physiotherapy under the guidance of a neuro physiotherapist which can greatly help with members' confidence to manage life skills more independently. For all members using wheelchairs we can focus trunk activity and sitting balance in a more functional way, ie can you reach this? Can you catch that?

Osteoporosis is a risk for members who don't get the opportunity to regularly stand or get adequate sunlight. We, at present, try and ensure all members get an opportunity to stand, this can be very tiring and painful for some members, but the benefits outweigh the discomforts.

This grant would help with the continuity of physiotherapy and gym equipment, giving our members from Melksham, some stability and support. We aim to offer physiotherapy to our members weekly all year round. Those who receive this treatment are slightly less likely to progress, than those who are untreated.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Our Welfare & Outreach Co-ordinator visits local areas to help let people know how we can help them, who otherwise may not know that we are local to them.

We know there is a need for the project as we have members who are inhabitants of Melksham who travel the 13 miles to Warminster, as we are the nearest specialist neuro-physiotherapist's to Melksham.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

As mentioned above, we know there is a need for the project as we have many members who are inhabitants of Melksham, who travel the 13 miles to Warminster, as we are the nearest specialist neuro-physiotherapist's to Melksham.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Every member has an in-depth personal record, updated on their neuro-physiotherapy sessions. On each visit, our physiotherapists and assistants discuss their progress and physio undertaken for that session. We are able to monitor how their neuro-physiotherapy is enhancing their physical, emotional and mental health. Each session is individually tailored for every member's individual needs with their priorities in mind.

We can monitor the impact of our project on a regular basis and believe without our services - this would massively impact on the individuals quality of life, mobility and mental health.

6. BENEFICIARIES

How many people in total will benefit from this grant?	4% of our members
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	4% of our members. Grants will only be used for our members who live in Melksham.

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Our database show where our members live, we are able to keep a record of where all members reside. We cover a large regional area, such as Wiltshire, Dorset, Somerset, Bath as we are the nearest specialist MS Therapy centre to these areas, Melksham, Wiltshire is one of them.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT	£ 62,745.57
GRANT AMOUNT REQUESTED	£ 1000.00
What are your current or planned subs/fees/charges?	We ask for a £15 donation towards each therapy. Not all members can afford this.

How will you spend the grant money you are applying for?

Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
We will invest towards new neuro equipment for our specialist MS physiotherapy gym.	£ 1000.00
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ Click or tap here to enter text.

How else are you funding your project?

- Please include:
 - grants received and applied for from other organisations
 - any income from fundraising
 - any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
Salisbury Town Council (for Salisbury residents)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 3000.00
Trowbridge Council (for Trowbridge residents)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 2000.00
Shepton Mallet Town Council (for Shepton Mallet residents)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1880.00
Bradford-On-Avon Council (for BOA residents)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 750.00
Warminster Town Council	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 2500.00
Fundraising events run by MS Centre	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ ongoing
Total		£ Click or tap here to enter text.

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	Click or tap here to enter text.
TOTAL EXPENDITURE:	£ 377,352
TOTAL GROSS INCOME:	£ 381,792
BALANCE AT YEAR END:	£ 4,440
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 379,501

If your savings are more than your annual expenditure, what are they for?

A policy is set which reflects the trustees' wish to safely commit as much as possible to the primary objectives of the Charity whilst retaining financial stability and the potential to respond to new opportunities. In accordance with this policy, the Charity has the following designated reserves to secure its future and guard against major risks:

- *Fixed Assets Fund (£82,783) - a significant proportion of the Charity's resources are tied up in capital investment. Such resources are maintained in a designated fund in order to identify they are not available to expend on running costs.*
- *Oxygen Chamber Replacement Fund (£220,000) - the Trustees are keenly aware that the provision of oxygen therapy is of key importance to members. This fund has been set up to ensure resources will be available to fund the replacement of the current facility when required.*
- *Revenue Expenditure Contingency Fund (£86,000) - this fund has been created to protect the charity against the impact of any catastrophic event which removes its ability to operate in the short term. The fund is based on approximately six months committed costs.*
- *Wheelchair adaptable vehicle project (£103,000)*

9. ELIGIBILITY

Please tick to confirm that this grant application meets the following criteria:

Please note- applications that do not meet all the criteria will be rejected.

Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
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Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:

Click or tap here to enter text.

If requesting a Regular Grant, is the grant requested more than £1,000?

YES ☐
NO ☒

If Yes, please explain the exceptional circumstances:

Click or tap here to enter text.

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
<i>If Yes:</i>	
What year was it awarded?	2022
What was the amount?	£300
What was the funding for?	Voice/Singing Therapy
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: <small>Click or tap here to enter text.</small>	
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name: <small>Click or tap here to enter text.</small>	

11. CHECKLIST
<p>Please tick to confirm that you have included the following documents:</p> <p>Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.</p>
<p><input checked="" type="checkbox"/> A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)</p> <p><input checked="" type="checkbox"/> A copy of your most recent accounts</p> <p><input checked="" type="checkbox"/> A copy of your most recent bank account statement & details of any other investments/savings</p> <p><input checked="" type="checkbox"/> A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)</p> <p><input checked="" type="checkbox"/> A copy of your adopted Equal Opportunities Policy or Statement</p> <p><input checked="" type="checkbox"/> A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)</p>



REGULAR GRANT APPLICATION FORM- PART 1

**PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES
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THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING
VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.**

ORGANISATION/GROUP'S NAME	
Youth Adventure Trust	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

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REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Youth Adventure Trust

2. YOUR GRANT

Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>
How much are you applying for in this application? <i>If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.</i>		£498

3. ABOUT YOUR ORGANISATION

Please tick to confirm that your organisation has:

Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	X
At least three members on its management committee/board	X
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	X
Are you a registered charity?	YES X NO <input type="checkbox"/>

If Yes, please provide your charity number: 1019493

Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO X
--	--------------------------------------

If Yes, which:

Please tick the categories that best describe your organisation:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Charitable organisation
<input checked="" type="checkbox"/> Youth group
<input type="checkbox"/> Senior Citizen group
<input type="checkbox"/> Sports club or arts group
<input type="checkbox"/> Advice organisation
<input type="checkbox"/> Organisation assisting the disabled | <input type="checkbox"/> Minority group
<input type="checkbox"/> Community building
<input type="checkbox"/> Community event
<input type="checkbox"/> Health/transport/safety group
<input type="checkbox"/> Other (please specify): Click or tap here to enter text. |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?

Youth Adventure Trust uses outdoor adventure to empower disadvantaged young people, aged 11-16 from Wiltshire & Swindon. We are proud to support young people from Melksham Oak Community School and those who live within Melksham on our programmes.

Our main YAT Adventure Programme spans over 3 school years, beginning in Year 7 (age 11-12), and includes 8 Activity Days, 3 camps, and constant 1:1 support from their Youth Support Workers. Through bravely cliff-climbing on Dorset's coast and sleeping under the stars in the Forest of Dean, participants build their resilience and self confidence, helping them face whatever challenges appear in their daily lives. Those needing further help join our year-long Mentoring Programme where they have fortnightly individual sessions with a volunteer, join our new Young Leaders programme or apply for our Bursary scheme.

By identifying and supporting these often hard-to-reach individuals early on, we help them develop resilience and self-belief leading to brighter futures and a positive outlook on their lives.

5. THE PROJECT/SERVICE

In ONE SENTENCE please describe what the funding is being requested for:

This funding would support 4 young people from Melksham to attend their 4 Pathway Days in October 2024 and February, April and June of 2025.

If needed, please elaborate here with further details:

Pathway Days are for young people in the final year of the programme when they are 13-14 years old, in Year 9 at school. At this point, young people have attended 3 residential camps plus 4 Activity Days, and are into their final stretch of the programme.

Pathway days are key moments of reflection. The cohort consolidates what they've learned and starts to look beyond their time with us. As well as adventurous activities such as treetop ropes courses and archery, young people learn how they can make a positive impact on the wider world through volunteering focused days. They will visit places like Lower Moor Farm, supporting their conservation work by repurposing overgrown branches into fences with the Wiltshire Wildlife Trust.

Young people will also be introduced to organisations they can join such as the Duke of Edinburgh, Cadets and Scouts. By connecting them with other youth groups, we help ensure they make positive life choices once they leave us and continue on the path to a brighter future. Alongside this, they will try low-cost hobbies such as geocaching and wildlife identification.

One student commented during an evaluation after her Pathway Days that our YAT Adventure Programme ***"was the best thing I have done in my life."*** Her attendance and enjoyment of school noticeably improved across the year.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

We know the project is needed because we regularly receive feedback from schools in Melksham and throughout Wiltshire that teachers would refer twice as many young people to us if we had the capacity to support them. We also review the difficult circumstances these young people face, which include: **bullying, school refusal, being drawn into gangs, social isolation, bereavement, or being a young carer.**

A survey we sent out found 98% of families we support are affected by the cost-of-living crisis with many worried about putting food on the table and meeting bills on time. Beyond this, Wiltshire and Swindon have some of the most deprived areas in England, as reported in the 2019 Indices of Multiple Deprivation.

One parent said, *"We don't do activities outside the home so this placement has actually really helped as it provides some support and a safe space for our child to attend."*

In addition to monitoring young people's progress through our psychometric questionnaire (the MTQ4C) and records of achievement, we seek regular feedback from the children, their parents and the school. Every single year, we hear first hand how the young people who attend our programmes' resilience and self confidence have improved greatly. Last year, 100% of families would recommend the Youth Adventure Trust.

What evidence do you have that this project/service will benefit the community and/or Individuals based in the area covered by Melksham Town Council?

The young people from Melksham attending their Pathway Days will benefit in numerous ways, including:

- A reported increase in **self-esteem** and self-confidence
- An increase in their **resilience** and determination to keep trying in the face of adversities
- An improvement to their **physical and mental health**, reducing their stress levels.
- Eagerness for **self-improvement and learning**, creating better students and participants in society

One young person who attended Pathway Days told us: *"I was really shy at first but now I'm happy to express my emotions, make a joke, laugh about it, talk about it, be happy and feel like I'm somewhere I belong. I think YAT has definitely taught me a lot of valuable life skills I can use in the future."*

It is also common for young people to start the programme struggling with behavioural issues at school. Many of these children have become disengaged with school, which could lead to struggling with qualifications and employability. However, young people report back to us that because of the long-lasting skills that they gained with us, they've far exceeded expectations in school and personal goals, such as getting into university, becoming a prefect and swimming at the Welsh Open Nationals. One teacher also described to us: *"The Youth Adventure Trust (YAT) is instrumental in the development of confidence, inclusion, and wellbeing of those students who are fortunate enough to be on their programme."*

One young person who completed our programme, Shannon, exemplifies the major growth that young people who attend Pathway Days can experience. She told us: *"From age 12 I was rude and aggressive, I had a lot of home & school problems and I would frequently truant class. The programme taught me that the decisions I was making would affect the rest of my life. Now at age 16, I am looking to pass all my GCSEs, to go to college & be the first in my family to attend university."*

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If the Pathway Days did not go ahead, then this would be a huge loss for the young people from Melksham who would be finishing their time on the programme with us.

Additionally, it would provide greater strain on their school and local community as they wouldn't be accessing the outside support they need, potentially making behaviour more challenging and life more difficult for their families.

Our YAT Adventure Programme greatly improves the futures of the young people we work with, which in turn helps their local community, families, teachers and school peers. Our programme's positive impact reaches far throughout Melksham as we help its young people to access brighter futures.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	4 direct beneficiaries. (Many more indirect such as family and school peers.)
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	4
<p>Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?</p> <p>I have checked the young people's home address postcodes and they are all within the Melksham Town boundary.</p>	

7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£8,900 for all young people to attend their Pathway Days in October 2024 and February, April and June of 2025.
GRANT AMOUNT REQUESTED	£498 for 4 young people from Melksham to attend all of their Pathway Days in October 2024 and February, April and June of 2025.
What are your current or planned subs/fees/charges?	We have no current or planned subs/fees/charges. All of our programmes are completely free-of-charge for our young people, their families and school. We happily provide any specialist kit that is needed to ensure that there are zero financial barriers to taking part. This is crucial as, with the continued cost-of-living crisis, many of these families struggle to afford basic necessities so are unable to send their children to extracurricular activities besides our own.
<p>How will you spend the grant money you are applying for?</p> <p><i>Please note: Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</i></p>	
Item	Amount
October, February, and April Pathway Days activities: Instructors, activities, facilities & transport for up to 4 young people from Melksham (combined total)	£210
October, February, and April Pathway Days Volunteer expenses for 4 young people from Melksham	£36
October, February, and April Pathway Days Resources (printing, postage etc) for up to 4 young people from Melksham	£15
June Pathway Days activities: Instructors, activities, facilities & transport for up to 4 young people from Melksham	£180
June Pathway Days Volunteer expenses for up to 4 young people from Melksham	£12

June Pathway Days Resources (pringing, postage etc) for up to 4 young people from Melksham	£5
Asdan Certificates (£10 per young person) for up to 4 young people from Melksham	£40
Total	£498

How else are you funding your project?

- *Please include:*
 - *grants received and applied for from other organisations*
 - *any income from fundraising*
 - *any existing reserves*

*Please note: projects must be match funded if you are requesting over £250.
(Voluntary time can be counted as benefit in kind.)*

Item	Confirmed?	
The Rose Charity	yes	£310
The Alchemy Foundation	yes	£1000
John Thaw Foundation	yes	£1000
Kingsgrove Charitable Trust	yes	£200
Melksham Lions Club	Yes	£520
Around 24 volunteers will be supporting all 80 young people who will be attending the Activity Days. We couldn't run our programme without their support.		
Waiting on several trusts' decisions over the coming months, including Gerald Palmer Eling Trust and Charlotte Heber-Percy Charitable Trust	waiting	£3000 +
Total		£3,030 secure

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	2023
TOTAL EXPENDITURE:	£1,116,430
TOTAL GROSS INCOME:	£1,096,894
BALANCE AT YEAR END:	£19,536
SAVINGS (RESERVES, CASH, INVESTMENTS): From 2023 accounts: Our current level of free reserves, defined as unrestricted current net assets is and equates to less than 3 months expenditure.	£ 297,860
If your savings are more than your annual expenditure, what are they for? N/A	

9. ELIGIBILITY

Please tick to confirm that this grant application meets the following criteria:

Please note- applications that do not meet all the criteria will be rejected.

Is NOT for a private organisation operating as a business to make a profit or surplus	X
Is NOT for a national organisation or charity	X
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	X
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	X
Is NOT for a political or religious organisation	X
Is NOT for an activity that is completely funded from another funding source	X
Is NOT for loans or interest payments	X
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	X
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	X
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	X
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO X

If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO X
If Yes, please explain the exceptional circumstances:	

10. ADDITIONAL INFORMATION	
Has your group/organisation previously received funding from Melksham Town Council?	YES X NO <input type="checkbox"/>
If Yes:	
What year was it awarded?	2022
What was the amount?	£492
What was the funding for?	Supporting young people from Melksham on our programme to attend their Activity Days in 2023.
Is the funding for security measures?	YES <input type="checkbox"/> NO X
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:	
Is the funding for work with vulnerable adults or children?	YES X NO <input type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? We receive referrals from secondary schools and have a lead contact at each school. In the case of child protection concerns, we would escalate as per our policy, attached.	YES <input type="checkbox"/> NO X
If Yes, please provide contact name:	

11. CHECKLIST
<p>Please tick to confirm that you have included the following documents:</p> <p><i>Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.</i></p>

X A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)

X A copy of your most recent accounts

X A copy of your most recent bank account statement & details of any other investments/savings

X A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)

X A copy of your adopted Equal Opportunities Policy or Statement

X A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)

REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	[REDACTED]
Account Number:	[REDACTED]
Sort Code:	[REDACTED]

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made.
- I/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.
- I/we declare that I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s): 

Date: 15/08/2024

Please return your completed form with copies of **ALL** relevant documents to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES

or by email to: grants@melksham-tc.gov.uk.

Please remember to make a note of the dates of the Finance, Administration & Performance Committee meetings which are relevant to your application round (see page 1).

30/08/2024

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Costs</u>								
4000 Salaries ENI & Pension	237,047	121,263	225,000	103,737		103,737	53.9%	
4005 Temporary Staff	135	5,103	0	(5,103)		(5,103)	0.0%	
4016 Sundry Office Expenses	888	625	0	(625)		(625)	0.0%	
4021 Stationery	1,125	357	1,000	643	33	610	39.0%	
4023 Advertising	(38)	916	3,000	2,084	74	2,010	33.0%	
4024 Equipment/furniture	665	24	1,000	976		976	2.4%	
4026 Photocopier/copying	1,472	140	1,000	860		860	14.0%	
4027 Telephones and Mobiles	2,408	1,083	2,500	1,417		1,417	43.3%	
4028 Postage	344	15	500	485		485	3.0%	
4029 Subscriptions	2,474	2,049	3,000	951		951	68.3%	
4040 Information Technology/Hardware	339	581	5,000	4,419		4,419	11.6%	
4042 Licences/Software	20,391	14,209	6,000	(8,209)		(8,209)	236.8%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	37,803	38,000	197		197	99.5%	
4061 Travel	949	1,505	300	(1,205)		(1,205)	501.6%	
4075 Training	3,561	1,475	2,500	1,025		1,025	59.0%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
Central Costs :- Indirect Expenditure	294,656	187,146	288,800	101,654	107	101,546	64.8%	0
Net Expenditure	(294,656)	(187,146)	(288,800)	(101,654)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Corporate Costs</u>								
1026 Income Interest	6,357	1,577	1,000	(577)			157.7%	
1176 Precept Received	999,784	523,635	1,047,270	523,635			50.0%	
Corporate Costs :- Income	1,006,141	525,212	1,048,270	523,058			50.1%	0
4017 Bank account fees	569	103	500	397		397	20.7%	
4043 HR consultancy	4,095	13,170	6,000	(7,170)	450	(7,620)	227.0%	
4050 Legal and Professional Fees	12,115	3,156	7,000	3,844		3,844	45.1%	
4057 Accountancy and Audit	9,858	429	5,000	4,571		4,571	8.6%	
4076 Health & Safety	2,691	0	3,500	3,500		3,500	0.0%	
Corporate Costs :- Indirect Expenditure	29,329	16,859	22,000	5,141	450	4,691	78.7%	0
Net Income over Expenditure	976,812	508,353	1,026,270	517,917				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	1,329	0	0	0			0.0%	
Civic and Democratic :- Income	1,329	0	0	0				0
4030 Town Crier's expenses	25	0	300	300		300	0.0%	
4034 Councillors' training	0	120	0	(120)		(120)	0.0%	
4062 Election Expenses	0	21,672	8,000	(13,672)		(13,672)	270.9%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,199	3,000	801	967	(166)	105.5%	
4311 Remembrance Day	1,223	120	1,500	1,380		1,380	8.0%	
Civic and Democratic :- Indirect Expenditure	7,857	24,111	13,800	(10,311)	967	(11,278)	181.7%	0
Net Income over Expenditure	(6,528)	(24,111)	(13,800)	10,311				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>151 Grants</u>								
4301 Grants	6,545	7,011	16,000	8,989		8,989	43.8%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	10,000	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322 Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	41,545	50,511	48,000	(2,511)	0	(2,511)	105.2%	0
Net Expenditure	(41,545)	(50,511)	(48,000)	2,511				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	2,167	453	2,000	1,547			22.6%	
Town Hall :- Income	<u>2,167</u>	<u>453</u>	<u>2,000</u>	<u>1,547</u>			<u>22.6%</u>	<u>0</u>
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,132	7,200	6,068		6,068	15.7%	
4101 Electricity	4,841	1,636	6,000	4,364		4,364	27.3%	
4102 Non Domestic Rates	10,604	4,244	11,000	6,756		6,756	38.6%	
4103 Water Rates	1,304	653	2,000	1,347		1,347	32.6%	
4104 Window Cleaning	3,088	0	1,800	1,800	452	1,348	25.1%	
4106 Repairs and Maintenance	3,199	9,283	6,000	(3,283)	230	(3,513)	158.5%	
4108 Service Contracts	9,995	2,713	8,000	5,287		5,287	33.9%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
4972 ARTIST EVENTS	0	0	0	0	600	(600)	0.0%	
Town Hall :- Indirect Expenditure	<u>48,497</u>	<u>19,660</u>	<u>42,000</u>	<u>22,340</u>	<u>1,282</u>	<u>21,058</u>	<u>49.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(46,330)</u>	<u>(19,208)</u>	<u>(40,000)</u>	<u>(20,792)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	1,884	4,500	2,616			41.9%	
Asset and Amenities :- Income	8,427	1,884	4,500	2,616			41.9%	0
4000 Salaries ENI & Pension	232,386	91,241	275,000	183,759		183,759	33.2%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	1,223	12	1,000	988		988	1.2%	
4151 Tools and Equipment	3,289	347	2,000	1,653		1,653	17.4%	
4153 Vehicle Running Costs	3,502	2,349	6,000	3,651		3,651	39.1%	
4156 Vehicle Leasing	14,621	2,658	11,000	8,342		8,342	24.2%	
4163 Repairs and Maintenance	3,611	215	6,000	5,785		5,785	3.6%	
4167 Street Furniture and Signage	5,178	4,149	6,000	1,851		1,851	69.2%	
4168 Bus Shelters Cleaning	249	452	0	(452)		(452)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	880	4,000	3,120		3,120	22.0%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	268,277	102,303	318,000	215,697	0	215,697	32.2%	0
Net Income over Expenditure	(259,851)	(100,420)	(313,500)	(213,080)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>								
1045 Income Allotments	5,785	(165)	7,000	7,165			(2.4%)	
Allotments :- Income	<u>5,785</u>	<u>(165)</u>	<u>7,000</u>	<u>7,165</u>			<u>(2.4%)</u>	<u>0</u>
4200 Water Rates - Allotments	1,723	487	1,800	1,313		1,313	27.0%	
4201 Maintenance - Allotments	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	<u>2,610</u>	<u>487</u>	<u>5,800</u>	<u>5,313</u>	<u>0</u>	<u>5,313</u>	<u>8.4%</u>	<u>0</u>
Net Income over Expenditure	<u>3,175</u>	<u>(652)</u>	<u>1,200</u>	<u>1,852</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Pavilion and Car Park</u>								
1046 Income - Pavilion	7,669	(1,000)	17,500	18,500			(5.7%)	
Pavilion and Car Park :- Income	7,669	(1,000)	17,500	18,500			(5.7%)	0
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 Telephone - Pavilion	408	370	1,000	630		630	37.0%	
4252 Electricity	12,874	4,799	12,000	7,201		7,201	40.0%	
4254 Water - Pavilion	283	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	355	0	400	400		400	0.0%	
4256 Maintenance - Pavilion	10,546	920	2,000	1,080	87	993	50.3%	
Pavilion and Car Park :- Indirect Expenditure	24,816	6,089	17,900	11,811	87	11,724	34.5%	0
Net Income over Expenditure	(17,147)	(7,089)	(400)	6,689				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Public Toilets - Market Place</u>								
1060 Contribution to running costs	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101 Electricity	2,236	287	2,200	1,913		1,913	13.0%	
4103 Water Rates	1,549	10	3,000	2,990		2,990	0.3%	
4106 Repairs and Maintenance	150	1,125	1,000	(125)	1,090	(1,215)	221.5%	
4180 Cleaning	5,229	2,517	7,000	4,483		4,483	36.0%	
Public Toilets - Market Place :- Indirect Expenditure	9,164	3,938	13,200	9,262	1,090	8,172	38.1%	0
Net Income over Expenditure	1,836	(3,938)	(8,200)	(4,262)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	471	1,700	1,229		1,229	27.7%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	3,075	7,000	3,925		3,925	43.9%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	3,546	11,700	8,154	0	8,154	30.3%	0
Net Expenditure	(8,605)	(3,546)	(11,700)	(8,154)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u>	<u>Corporate Properties</u>								
1040	Income 31 Market Place	7,467	2,333	7,000	4,667			33.3%	
1048	Income Art House Cafe	6,479	2,064	6,700	4,636			30.8%	
	Corporate Properties :- Income	13,946	4,397	13,700	9,303			32.1%	0
	Net Income	13,946	4,397	13,700	9,303				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	609	0	(609)		(609)	0.0%	
4175 Costs Art House Cafe	774	208	750	542		542	27.8%	
Art House Cafe :- Indirect Expenditure	<u>1,323</u>	<u>818</u>	<u>750</u>	<u>(68)</u>	<u>0</u>	<u>(68)</u>	<u>109.0%</u>	<u>0</u>
Net Expenditure	<u>(1,323)</u>	<u>(818)</u>	<u>(750)</u>	<u>68</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Round House</u>								
4101 Electricity	(1,181)	126	400	274		274	31.6%	
4103 Water Rates	161	95	200	105		105	47.6%	
4106 Repairs and Maintenance	966	0	250	250		250	0.0%	
Round House :- Indirect Expenditure	<u>(54)</u>	<u>221</u>	<u>850</u>	<u>629</u>	<u>0</u>	<u>629</u>	<u>26.0%</u>	<u>0</u>
Net Expenditure	<u>54</u>	<u>(221)</u>	<u>(850)</u>	<u>(629)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213 31 Market Place</u>								
4106 Repairs and Maintenance	875	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<u>960</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(960)</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	397	1,800	1,403		1,403	22.1%	
4102 Non Domestic Rates	8,556	1,785	5,000	3,215		3,215	35.7%	
4103 Water Rates	230	94	250	156		156	37.6%	
4106 Repairs and Maintenance	150	0	2,000	2,000		2,000	0.0%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	4,117	15,600	11,483		11,483	26.4%	
4184 Fire security: Unit	94	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	<u>24,984</u>	<u>6,392</u>	<u>24,950</u>	<u>18,558</u>	<u>0</u>	<u>18,558</u>	<u>25.6%</u>	<u>0</u>
Net Expenditure	<u>(24,984)</u>	<u>(6,392)</u>	<u>(24,950)</u>	<u>(18,558)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Play Areas and Open Spaces</u>								
4157 Grasscutting	33,179	16,309	25,000	8,691		8,691	65.2%	
4158 Replacement Play Equipment	800	0	0	0		0	0.0%	
4165 Maintenance play areas	8,243	0	10,000	10,000		10,000	0.0%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<u>59,200</u>	<u>16,309</u>	<u>50,600</u>	<u>34,291</u>	<u>0</u>	<u>34,291</u>	<u>32.2%</u>	<u>0</u>
Net Expenditure	<u>(59,200)</u>	<u>(16,309)</u>	<u>(50,600)</u>	<u>(34,291)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 King George V Park/Splashpad</u>								
4101 Electricity	1,573	207	7,000	6,793		6,793	3.0%	
4106 Repairs and Maintenance	1,460	176	1,000	824		824	17.6%	
4108 Service Contracts	5,501	2,874	5,500	2,626	730	1,896	65.5%	
4199 Chemicals	3,119	0	2,000	2,000		2,000	0.0%	
4313 Sports Roadshow	3,152	888	5,000	4,112		4,112	17.8%	
4913 Water	0	0	10,500	10,500		10,500	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	<u>14,804</u>	<u>4,145</u>	<u>31,000</u>	<u>26,855</u>	<u>730</u>	<u>26,125</u>	<u>15.7%</u>	<u>0</u>
Net Expenditure	<u>(14,804)</u>	<u>(4,145)</u>	<u>(31,000)</u>	<u>(26,855)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Projects</u>								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Switch on Event - Stalls	3,921	0	2,000	2,000			0.0%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	(575)	0	575			0.0%	
Projects :- Income	12,787	(575)	7,000	7,575			(8.2%)	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	6,490	0	(6,490)		(6,490)	0.0%	
4078 Community Projects	1,452	6,104	4,000	(2,104)	4,800	(6,904)	272.6%	
4080 Melksham in Bloom Competition	41	110	250	140		140	44.1%	
4304 Switch on Event	11,370	1,253	10,000	8,747		8,747	12.5%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	61,026	13,958	14,250	292	4,800	(4,508)	131.6%	0
Net Income over Expenditure	(48,239)	(14,532)	(7,250)	7,282				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	(428)	1,300	1,728			(32.9%)	
Economic Dev. and Planning :- Income	1,889	(428)	1,300	1,728			(32.9%)	0
4071 Town Floral Displays	6,119	725	6,000	5,275		5,275	12.1%	
4308 CCTV	3,445	16,667	0	(16,667)	1,560	(18,227)	0.0%	
4309 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4354 Parking Scheme	1,516	242	1,000	758		758	24.2%	
4356 LHFIG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	17,634	14,000	(3,634)	1,560	(5,194)	137.1%	0
Net Income over Expenditure	(13,724)	(18,062)	(12,700)	5,362				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
405 Solar Farm Projects								
1182 Solar money received	48,105	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	48,105	0	40,000	40,000			0.0%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	48,105	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	26,944	9,931	30,000	20,069			33.1%	
1192 Income-Assembly Hall Events	0	0	20,000	20,000			0.0%	
Assembly Hall Central Costs :- Income	26,944	9,931	50,000	40,069			19.9%	0
4000 Salaries ENI & Pension	70,530	36,550	85,000	48,450		48,450	43.0%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	0	1,000	1,000		1,000	0.0%	
4905 Cleaning Materials	2,020	1,200	2,000	800	965	(165)	108.3%	
4907 Stationery/Printing/Postage	163	96	150	54		54	64.2%	
4909 Licences	(2,990)	4,950	3,500	(1,450)		(1,450)	141.4%	
4911 Electricity	16,459	4,737	17,000	12,263		12,263	27.9%	
4912 Gas	208	53	100	47		47	52.6%	
4913 Water	2,922	1,426	3,000	1,574		1,574	47.5%	
4914 Rates	8,608	3,442	9,500	6,058		6,058	36.2%	
4915 Equipment	305	238	5,000	4,762		4,762	4.8%	
4916 Maintenance-Equipment	5,314	504	7,000	6,496		6,496	7.2%	
4917 Service Contracts	10,373	1,439	8,400	6,961		6,961	17.1%	
4918 Maintenance	5,671	6	13,000	12,994		12,994	0.0%	
4922 Publicity & Marketing	8,043	2,124	6,000	3,876	499	3,377	43.7%	
4927 Stocktaking	520	130	600	470	130	340	43.3%	
4949 Provision/Hire Stage Lights	0	200	0	(200)	200	(400)	0.0%	
4954 PA and Lighting Costs	0	0	0	0	150	(150)	0.0%	
4958 Event Security	1,133	0	0	0		0	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	57,093	161,250	104,157	1,944	102,212	36.6%	0
Net Income over Expenditure	(123,285)	(47,162)	(111,250)	(64,088)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>510 Assembly Hall Events</u>								
1004 Film shows	358	0	300	300			0.0%	
1173 Live Shows - Hall Hire	23,027	9,175	0	(9,175)			0.0%	
Assembly Hall Events :- Income	23,385	9,175	300	(8,875)			3058.3%	0
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	2,010	4,500	2,490	1,400	1,090	75.8%	
4958 Event Security	120	448	0	(448)	128	(576)	0.0%	
4960 Live entertainment:	1,689	2,117	0	(2,117)	1,200	(3,317)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	4,575	4,720	145	2,728	(2,583)	154.7%	0
Net Income over Expenditure	16,345	4,600	(4,420)	(9,020)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	52,166	12,961	40,000	27,039			32.4%	
1003 Income Food and Snacks	0	0	3,500	3,500			0.0%	
Assembly Hall Bar and Catering :- Income	52,166	12,961	43,500	30,539			29.8%	0
4901 Catering Stock Purchases	676	101	2,000	1,899		1,899	5.1%	
4903 Bar Stock Purchases	20,147	7,840	20,000	12,160	2,619	9,540	52.3%	
Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	7,941	22,000	14,059	2,619	11,439	48.0%	0
Net Income over Expenditure	31,344	5,020	21,500	16,480				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Earmarked Reserves</u>								
1180 CIL Received	1,140	640,520	0	(640,520)			0.0%	
Earmarked Reserves :- Income	1,140	640,520	0	(640,520)				0
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	16,612
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	4,089	50,000	45,911		45,911	8.2%	750
9245 Solar Money	41,959	255	0	(255)		(255)	0.0%	255
9248 CIL	0	7,076	0	(7,076)		(7,076)	0.0%	7,076
9249 Jubilee Celebrations	0	0	0	0		0	0.0%	3,339
Earmarked Reserves :- Indirect Expenditure	298,833	28,032	60,000	31,968	0	31,968	46.7%	28,032
Net Income over Expenditure	(297,693)	612,488	(60,000)	(672,488)				
6000 plus Transfers from EMR	0	28,032						
Movement to/(from) Gen Reserve	(297,693)	640,520						

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Sinking Funds</u>								
9203 Recreation Fund	0	0	5,000	5,000		5,000	0.0%	
9233 Play Equipment Replacement	0	0	20,000	20,000		20,000	0.0%	
9234 Repairs and Maintenance - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
Grand Totals:- Income	1,222,880	1,202,365	1,240,070	37,705			97.0%	
Expenditure	1,390,136	571,771	1,240,070	668,299	18,365	649,934	47.6%	
Net Income over Expenditure	<u>(167,256)</u>	<u>630,594</u>	<u>0</u>	<u>(630,594)</u>				
plus Transfers from EMR	0	28,032						
Movement to/(from) Gen Reserve	<u>(167,256)</u>	<u>658,627</u>						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Costs</u>								
4000 Salaries ENI & Pension	237,047	69,515	225,000	155,485		155,485	30.9%	
4005 Temporary Staff	135	2,328	0	(2,328)		(2,328)	0.0%	
4016 Sundry Office Expenses	888	371	0	(371)		(371)	0.0%	
4021 Stationery	1,125	123	1,000	877	33	844	15.6%	
4023 Advertising	(38)	58	3,000	2,942		2,942	1.9%	
4024 Equipment/furniture	665	0	1,000	1,000		1,000	0.0%	
4026 Photocopier/copying	1,472	107	1,000	893		893	10.7%	
4027 Telephones and Mobiles	2,408	782	2,500	1,718		1,718	31.3%	
4028 Postage	344	15	500	485		485	3.0%	
4029 Subscriptions	2,474	25	3,000	2,975		2,975	0.8%	
4040 Information Technology/Hardware	339	472	5,000	4,528		4,528	9.4%	
4042 Licences/Software	20,391	13,447	6,000	(7,447)		(7,447)	224.1%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	37,803	38,000	197		197	99.5%	
4061 Travel	949	860	300	(560)		(560)	286.8%	
4075 Training	3,561	723	2,500	1,777		1,777	28.9%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
Central Costs :- Indirect Expenditure	294,656	126,628	288,800	162,172	33	162,139	43.9%	0
Net Expenditure	(294,656)	(126,628)	(288,800)	(162,172)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Corporate Costs</u>								
1026 Income Interest	6,357	1,560	1,000	(560)			156.0%	
1176 Precept Received	999,784	523,635	1,047,270	523,635			50.0%	
Corporate Costs :- Income	1,006,141	525,195	1,048,270	523,075			50.1%	0
4017 Bank account fees	569	64	500	436		436	12.7%	
4043 HR consultancy	4,095	12,720	6,000	(6,720)		(6,720)	212.0%	
4050 Legal and Professional Fees	12,115	82	7,000	6,918		6,918	1.2%	
4057 Accountancy and Audit	9,858	429	5,000	4,571		4,571	8.6%	
4076 Health & Safety	2,691	0	3,500	3,500		3,500	0.0%	
Corporate Costs :- Indirect Expenditure	29,329	13,295	22,000	8,705	0	8,705	60.4%	0
Net Income over Expenditure	976,812	511,900	1,026,270	514,370				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	1,329	0	0	0			0.0%	
Civic and Democratic :- Income	1,329	0	0	0				0
4030 Town Crier's expenses	25	0	300	300		300	0.0%	
4034 Councillors' training	0	120	0	(120)		(120)	0.0%	
4062 Election Expenses	0	21,672	8,000	(13,672)		(13,672)	270.9%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,113	3,000	887	899	(12)	100.4%	
4311 Remembrance Day	1,223	120	1,500	1,380		1,380	8.0%	
Civic and Democratic :- Indirect Expenditure	7,857	24,025	13,800	(10,225)	899	(11,124)	180.6%	0
Net Income over Expenditure	(6,528)	(24,025)	(13,800)	10,225				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>151 Grants</u>								
4301 Grants	6,545	3,500	16,000	12,500		12,500	21.9%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	10,000	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322 Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	41,545	47,000	48,000	1,000	0	1,000	97.9%	0
Net Expenditure	(41,545)	(47,000)	(48,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	2,167	224	2,000	1,776			11.2%	
Town Hall :- Income	2,167	224	2,000	1,776			11.2%	0
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,066	7,200	6,134		6,134	14.8%	
4101 Electricity	4,841	1,216	6,000	4,784		4,784	20.3%	
4102 Non Domestic Rates	10,604	3,184	11,000	7,816		7,816	28.9%	
4103 Water Rates	1,304	653	2,000	1,347		1,347	32.6%	
4104 Window Cleaning	3,088	0	1,800	1,800	452	1,348	25.1%	
4106 Repairs and Maintenance	3,199	10,387	6,000	(4,387)		(4,387)	173.1%	
4108 Service Contracts	9,995	922	8,000	7,078		7,078	11.5%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
4972 ARTIST EVENTS	0	0	0	0	600	(600)	0.0%	
Town Hall :- Indirect Expenditure	48,497	17,427	42,000	24,573	1,052	23,521	44.0%	0
Net Income over Expenditure	(46,330)	(17,203)	(40,000)	(22,797)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	95	4,500	4,405			2.1%	
Asset and Amenities :- Income	8,427	95	4,500	4,405			2.1%	0
4000 Salaries ENI & Pension	232,386	70,155	275,000	204,845		204,845	25.5%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	1,223	12	1,000	988		988	1.2%	
4151 Tools and Equipment	3,289	197	2,000	1,803		1,803	9.9%	
4153 Vehicle Running Costs	3,502	1,841	6,000	4,159		4,159	30.7%	
4156 Vehicle Leasing	14,621	1,855	11,000	9,145		9,145	16.9%	
4163 Repairs and Maintenance	3,611	163	6,000	5,837		5,837	2.7%	
4167 Street Furniture and Signage	5,178	790	6,000	5,210		5,210	13.2%	
4168 Bus Shelters Cleaning	249	452	0	(452)		(452)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	880	4,000	3,120		3,120	22.0%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	268,277	76,346	318,000	241,654	0	241,654	24.0%	0
Net Income over Expenditure	(259,851)	(76,251)	(313,500)	(237,249)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>								
1045 Income Allotments	5,785	485	7,000	6,515			6.9%	
Allotments :- Income	<u>5,785</u>	<u>485</u>	<u>7,000</u>	<u>6,515</u>			<u>6.9%</u>	<u>0</u>
4200 Water Rates - Allotments	1,723	0	1,800	1,800		1,800	0.0%	
4201 Maintenance - Allotments	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	<u>2,610</u>	<u>0</u>	<u>5,800</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>3,175</u>	<u>485</u>	<u>1,200</u>	<u>715</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Pavilion and Car Park</u>								
1046 Income - Pavilion	7,669	(1,000)	17,500	18,500			(5.7%)	
Pavilion and Car Park :- Income	7,669	(1,000)	17,500	18,500			(5.7%)	0
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 Telephone - Pavilion	408	262	1,000	738		738	26.2%	
4252 Electricity	12,874	1,403	12,000	10,597		10,597	11.7%	
4254 Water - Pavilion	283	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	355	0	400	400		400	0.0%	
4256 Maintenance - Pavilion	10,546	804	2,000	1,196		1,196	40.2%	
Pavilion and Car Park :- Indirect Expenditure	24,816	2,470	17,900	15,430	0	15,430	13.8%	0
Net Income over Expenditure	(17,147)	(3,470)	(400)	3,070				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Public Toilets - Market Place</u>								
1060 Contribution to running costs	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101 Electricity	2,236	179	2,200	2,021		2,021	8.2%	
4103 Water Rates	1,549	163	3,000	2,837		2,837	5.4%	
4106 Repairs and Maintenance	150	35	1,000	965		965	3.5%	
4180 Cleaning	5,229	2,013	7,000	4,987		4,987	28.8%	
Public Toilets - Market Place :- Indirect Expenditure	9,164	2,391	13,200	10,809	0	10,809	18.1%	0
Net Income over Expenditure	1,836	(2,391)	(8,200)	(5,809)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	352	1,700	1,348		1,348	20.7%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	2,460	7,000	4,540		4,540	35.1%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	2,812	11,700	8,888	0	8,888	24.0%	0
Net Expenditure	(8,605)	(2,812)	(11,700)	(8,888)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,467	1,750	7,000	5,250			25.0%	
1048 Income Art House Cafe	6,479	1,435	6,700	5,265			21.4%	
Corporate Properties :- Income	13,946	3,185	13,700	10,515			23.2%	0
4175 Costs Art House Cafe	0	18	0	(18)		(18)	0.0%	
Corporate Properties :- Indirect Expenditure	0	18	0	(18)	0	(18)		0
Net Income over Expenditure	13,946	3,167	13,700	10,534				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	609	0	(609)		(609)	0.0%	
4175 Costs Art House Cafe	774	156	750	594		594	20.8%	
Art House Cafe :- Indirect Expenditure	<u>1,323</u>	<u>765</u>	<u>750</u>	<u>(15)</u>	<u>0</u>	<u>(15)</u>	<u>102.1%</u>	<u>0</u>
Net Expenditure	<u>(1,323)</u>	<u>(765)</u>	<u>(750)</u>	<u>15</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Round House</u>								
4101 Electricity	(1,181)	97	400	303		303	24.3%	
4103 Water Rates	161	95	200	105		105	47.6%	
4106 Repairs and Maintenance	966	0	250	250		250	0.0%	
Round House :- Indirect Expenditure	<u>(54)</u>	<u>192</u>	<u>850</u>	<u>658</u>	<u>0</u>	<u>658</u>	<u>22.6%</u>	<u>0</u>
Net Expenditure	<u>54</u>	<u>(192)</u>	<u>(850)</u>	<u>(658)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213</u> <u>31 Market Place</u>								
4106 Repairs and Maintenance	875	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<u>960</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(960)</u>	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	333	1,800	1,467		1,467	18.5%	
4102 Non Domestic Rates	8,556	1,341	5,000	3,659		3,659	26.8%	
4103 Water Rates	230	71	250	180		180	28.2%	
4106 Repairs and Maintenance	150	0	2,000	2,000		2,000	0.0%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	0	15,600	15,600		15,600	0.0%	
4184 Fire security: Unit	94	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	24,984	1,745	24,950	23,205	0	23,205	7.0%	0
Net Expenditure	(24,984)	(1,745)	(24,950)	(23,205)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Play Areas and Open Spaces</u>								
4157 Grasscutting	33,179	12,835	25,000	12,165		12,165	51.3%	
4158 Replacement Play Equipment	800	0	0	0		0	0.0%	
4165 Maintenance play areas	8,243	0	10,000	10,000		10,000	0.0%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<u>59,200</u>	<u>12,835</u>	<u>50,600</u>	<u>37,765</u>	<u>0</u>	<u>37,765</u>	<u>25.4%</u>	<u>0</u>
Net Expenditure	<u>(59,200)</u>	<u>(12,835)</u>	<u>(50,600)</u>	<u>(37,765)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 King George V Park/Splashpad</u>								
4101 Electricity	1,573	207	7,000	6,793		6,793	3.0%	
4106 Repairs and Maintenance	1,460	176	1,000	824		824	17.6%	
4108 Service Contracts	5,501	2,559	5,500	2,941		2,941	46.5%	
4199 Chemicals	3,119	0	2,000	2,000		2,000	0.0%	
4313 Sports Roadshow	3,152	888	5,000	4,112		4,112	17.8%	
4913 Water	0	0	10,500	10,500		10,500	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	14,804	3,830	31,000	27,170	0	27,170	12.4%	0
Net Expenditure	(14,804)	(3,830)	(31,000)	(27,170)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Projects</u>								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Switch on Event - Stalls	3,921	0	2,000	2,000			0.0%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	(575)	0	575			0.0%	
Projects :- Income	12,787	(575)	7,000	7,575			(8.2%)	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	4,812	0	(4,812)		(4,812)	0.0%	
4078 Community Projects	1,452	954	4,000	3,046		3,046	23.9%	
4080 Melksham in Bloom Competition	41	50	250	200		200	20.0%	
4304 Switch on Event	11,370	702	10,000	9,298		9,298	7.0%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	61,026	6,519	14,250	7,731	0	7,731	45.7%	0
Net Income over Expenditure	(48,239)	(7,093)	(7,250)	(157)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310</u> <u>East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>403 Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	(428)	1,300	1,728			(32.9%)	
Economic Dev. and Planning :- Income	1,889	(428)	1,300	1,728			(32.9%)	0
4071 Town Floral Displays	6,119	725	6,000	5,275		5,275	12.1%	
4308 CCTV	3,445	16,667	0	(16,667)		(16,667)	0.0%	
4309 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4354 Parking Scheme	1,516	223	1,000	777		777	22.3%	
4356 LHFIG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	17,615	14,000	(3,615)	0	(3,615)	125.8%	0
Net Income over Expenditure	(13,724)	(18,043)	(12,700)	5,343				

Detailed Income & Expenditure by Budget Heading 30/06/2024

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405</u> <u>Solar Farm Projects</u>								
1182 Solar money received	48,105	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	48,105	0	40,000	40,000			0.0%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	48,105	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	26,944	11,633	30,000	18,367			38.8%	
1192 Income-Assembly Hall Events	0	0	20,000	20,000			0.0%	
Assembly Hall Central Costs :- Income	26,944	11,633	50,000	38,367			23.3%	0
4000 Salaries ENI & Pension	70,530	25,881	85,000	59,119		59,119	30.4%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	0	1,000	1,000		1,000	0.0%	
4905 Cleaning Materials	2,020	708	2,000	1,292	473	819	59.1%	
4907 Stationery/Printing/Postage	163	56	150	94		94	37.3%	
4909 Licences	(2,990)	0	3,500	3,500		3,500	0.0%	
4911 Electricity	16,459	3,810	17,000	13,190		13,190	22.4%	
4912 Gas	208	39	100	61		61	38.8%	
4913 Water	2,922	1,068	3,000	1,932		1,932	35.6%	
4914 Rates	8,608	2,581	9,500	6,919		6,919	27.2%	
4915 Equipment	305	207	5,000	4,793		4,793	4.1%	
4916 Maintenance-Equipment	5,314	171	7,000	6,829		6,829	2.4%	
4917 Service Contracts	10,373	1,431	8,400	6,969		6,969	17.0%	
4918 Maintenance	5,671	0	13,000	13,000		13,000	0.0%	
4922 Publicity & Marketing	8,043	1,375	6,000	4,625	223	4,402	26.6%	
4927 Stocktaking	520	130	600	470	130	340	43.3%	
4958 Event Security	1,133	0	0	0		0	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	37,458	161,250	123,792	826	122,966	23.7%	0
Net Income over Expenditure	(123,285)	(25,825)	(111,250)	(85,425)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>510 Assembly Hall Events</u>								
1004 Film shows	358	0	300	300			0.0%	
1173 Live Shows - Hall Hire	23,027	8,532	0	(8,532)			0.0%	
Assembly Hall Events :- Income	23,385	8,532	300	(8,232)			2844.0%	0
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	2,010	4,500	2,490	1,400	1,090	75.8%	
4958 Event Security	120	448	0	(448)	128	(576)	0.0%	
4960 Live entertainment:	1,689	917	0	(917)		(917)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	3,375	4,720	1,345	1,528	(183)	103.9%	0
Net Income over Expenditure	16,345	5,157	(4,420)	(9,577)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	52,166	14,263	40,000	25,737			35.7%	
1003 Income Food and Snacks	0	0	3,500	3,500			0.0%	
Assembly Hall Bar and Catering :- Income	52,166	14,263	43,500	29,237			32.8%	0
4901 Catering Stock Purchases	676	100	2,000	1,900		1,900	5.0%	
4903 Bar Stock Purchases	20,147	6,755	20,000	13,245	1,884	11,362	43.2%	
Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	6,854	22,000	15,146	1,884	13,262	39.7%	0
Net Income over Expenditure	31,344	7,409	21,500	14,091				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>901 Earmarked Reserves</u>								
1180 CIL Received	1,140	637,457	0	(637,457)			0.0%	
Earmarked Reserves :- Income	1,140	637,457	0	(637,457)				0
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	16,612
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	0	50,000	50,000		50,000	0.0%	750
9245 Solar Money	41,959	255	0	(255)		(255)	0.0%	255
9248 CIL	0	7,076	0	(7,076)		(7,076)	0.0%	
9249 Jubilee Celebrations	0	4,089	0	(4,089)		(4,089)	0.0%	3,339
Earmarked Reserves :- Indirect Expenditure	298,833	28,032	60,000	31,968	0	31,968	46.7%	20,956
Net Income over Expenditure	(297,693)	609,425	(60,000)	(669,425)				
6000 plus Transfers from EMR	0	20,956						
Movement to/(from) Gen Reserve	(297,693)	630,381						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Sinking Funds</u>								
9203 Recreation Fund	0	0	5,000	5,000		5,000	0.0%	
9233 Play Equipment Replacement	0	0	20,000	20,000		20,000	0.0%	
9234 Repairs and Maintenance - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
Grand Totals:- Income	1,222,880	1,199,066	1,240,070	41,004			96.7%	
Expenditure	1,390,136	431,632	1,240,070	808,438	6,222	802,216	35.3%	
Net Income over Expenditure	<u>(167,256)</u>	<u>767,434</u>	<u>0</u>	<u>(767,434)</u>				
plus Transfers from EMR	0	20,956						
Movement to/(from) Gen Reserve	<u>(167,256)</u>	<u>788,390</u>						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Central Costs								
4000 Salaries ENI & Pension	237,047	43,573	225,000	181,427		181,427	19.4%	
4005 Temporary Staff	135	0	0	0		0	0.0%	
4016 Sundry Office Expenses	888	328	0	(328)		(328)	0.0%	
4021 Stationery	1,125	106	1,000	894	33	861	13.9%	
4023 Advertising	(38)	58	3,000	2,942		2,942	1.9%	
4024 Equipment/furniture	665	0	1,000	1,000		1,000	0.0%	
4026 Photocopier/copying	1,472	76	1,000	924		924	7.6%	
4027 Telephones and Mobiles	2,408	629	2,500	1,871		1,871	25.2%	
4028 Postage	344	3	500	497		497	0.7%	
4029 Subscriptions	2,474	0	3,000	3,000		3,000	0.0%	
4040 Infomation Technology/Hardware	339	472	5,000	4,528		4,528	9.4%	
4042 Licences/Software	20,391	12,774	6,000	(6,774)		(6,774)	212.9%	
4050 Legal and Professional Fees	3,295	55	0	(55)		(55)	0.0%	
4058 Insurance	36,631	0	38,000	38,000		38,000	0.0%	
4061 Travel	949	674	300	(374)		(374)	224.5%	
4075 Training	3,561	240	2,500	2,260		2,260	9.6%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
Central Costs :- Indirect Expenditure	294,656	58,986	288,800	229,814	33	229,781	20.4%	0
Net Expenditure	(294,656)	(58,986)	(288,800)	(229,814)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Corporate Costs								
1026 Income Interest	6,357	1,560	1,000	(560)			156.0%	
1176 Precept Received	999,784	523,635	1,047,270	523,635			50.0%	
Corporate Costs :- Income	1,006,141	525,195	1,048,270	523,075			50.1%	0
4017 Bank account fees	569	(42)	500	542		542	(8.3%)	
4043 HR consultancy	4,095	3,639	6,000	2,362		2,362	60.6%	
4050 Legal and Professional Fees	12,115	6	7,000	6,994		6,994	0.1%	
4057 Accountancy and Audit	9,858	0	5,000	5,000		5,000	0.0%	
4076 Health & Safety	2,691	750	3,500	2,750		2,750	21.4%	
Corporate Costs :- Indirect Expenditure	29,329	4,353	22,000	17,647	0	17,647	19.8%	0
Net Income over Expenditure	976,812	520,842	1,026,270	505,428				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Civic and Democratic								
1016 Receipts - Mayors Reception	1,329	867	0	(867)			0.0%	
Civic and Democratic :- Income	1,329	867	0	(867)				0
4030 Town Crier's expenses	25	0	300	300		300	0.0%	
4034 Councillors' training	0	120	0	(120)		(120)	0.0%	
4062 Election Expenses	0	9,602	8,000	(1,602)		(1,602)	120.0%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,733	3,000	267	899	(632)	121.1%	
4311 Remembrance Day	1,223	120	1,500	1,380		1,380	8.0%	
Civic and Democratic :- Indirect Expenditure	7,857	12,575	13,800	1,225	899	326	97.6%	0
Net Income over Expenditure	(6,528)	(11,708)	(13,800)	(2,092)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>151 Grants</u>								
4301 Grants	6,545	3,500	16,000	12,500		12,500	21.9%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	0	10,000	10,000		10,000	0.0%	
4305 Grant Christmas Lights	10,000	0	10,000	10,000		10,000	0.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	0	5,000	5,000		5,000	0.0%	
4317 Grant Carnival	1,000	0	0	0		0	0.0%	
4330 Grant TIC	4,000	0	4,000	4,000		4,000	0.0%	
Grants :- Indirect Expenditure	41,545	3,500	48,000	44,500	0	44,500	7.3%	0
Net Expenditure	(41,545)	(3,500)	(48,000)	(44,500)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u>	<u>Town Hall</u>								
1034	Income Town Hall Bookings	2,167	224	2,000	1,776			11.2%	
	Town Hall :- Income	2,167	224	2,000	1,776			11.2%	0
4000	Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027	Telephones and Mobiles	168	0	0	0		0	0.0%	
4100	Gas	6,036	915	7,200	6,285		6,285	12.7%	
4101	Electricity	4,841	802	6,000	5,198		5,198	13.4%	
4102	Non Domestic Rates	10,604	2,124	11,000	8,876		8,876	19.3%	
4103	Water Rates	1,304	0	2,000	2,000		2,000	0.0%	
4104	Window Cleaning	3,088	0	1,800	1,800	452	1,348	25.1%	
4106	Repairs and Maintenance	3,199	1,104	6,000	4,896		4,896	18.4%	
4108	Service Contracts	9,995	29	8,000	7,971		7,971	0.4%	
4261	Building Condition Reps Works	2,880	0	0	0		0	0.0%	
4972	ARTIST EVENTS	0	0	0	0	600	(600)	0.0%	
	Town Hall :- Indirect Expenditure	48,497	4,974	42,000	37,026	1,052	35,974	14.3%	0
	Net Income over Expenditure	(46,330)	(4,750)	(40,000)	(35,250)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202</u>	<u>Asset and Amenities</u>								
1027	Income - Amenity Services	8,427	409	4,500	4,091			9.1%	
	Asset and Amenities :- Income	8,427	409	4,500	4,091			9.1%	0
4000	Salaries ENI & Pension	232,386	49,070	275,000	225,930		225,930	17.8%	
4027	Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075	Training	2,438	0	3,000	3,000		3,000	0.0%	
4150	Uniform/PPE	1,223	12	1,000	988		988	1.2%	
4151	Tools and Equipment	3,289	138	2,000	1,862		1,862	6.9%	
4153	Vehicle Running Costs	3,502	725	6,000	5,275		5,275	12.1%	
4156	Vehicle Leasing	14,621	1,700	11,000	9,300		9,300	15.5%	
4163	Repairs and Maintenance	3,611	931	6,000	5,069		5,069	15.5%	
4167	Street Furniture and Signage	5,178	0	6,000	6,000		6,000	0.0%	
4168	Bus Shelters Cleaning	249	0	0	0		0	0.0%	
4177	Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186	Defibrillators	990	0	4,000	4,000		4,000	0.0%	
4196	Container storage	0	0	1,500	1,500		1,500	0.0%	
	Asset and Amenities :- Indirect Expenditure	268,277	52,576	318,000	265,424	0	265,424	16.5%	0
	Net Income over Expenditure	(259,851)	(52,167)	(313,500)	(261,333)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203</u>	<u>Allotments</u>								
1045	Income Allotments	5,785	460	7,000	6,540			6.6%	
	Allotments :- Income	<u>5,785</u>	<u>460</u>	<u>7,000</u>	<u>6,540</u>			<u>6.6%</u>	<u>0</u>
4200	Water Rates - Allotments	1,723	0	1,800	1,800		1,800	0.0%	
4201	Maintenance - Allotments	887	0	4,000	4,000		4,000	0.0%	
	Allotments :- Indirect Expenditure	<u>2,610</u>	<u>0</u>	<u>5,800</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>0.0%</u>	<u>0</u>
	Net Income over Expenditure	<u>3,175</u>	<u>460</u>	<u>1,200</u>	<u>740</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Pavilion and Car Park								
1046	Income - Pavilion	7,669	(1,000)	17,500	18,500			(5.7%)	
	Pavilion and Car Park :- Income	7,669	(1,000)	17,500	18,500			(5.7%)	0
4050	Legal and Professional Fees	350	0	0	0		0	0.0%	
4250	Telephone - Pavilion	408	154	1,000	846		846	15.4%	
4252	Electricity	12,874	1,403	12,000	10,597		10,597	11.7%	
4254	Water - Pavilion	283	0	2,500	2,500		2,500	0.0%	
4255	Fire Safety Checks	355	0	400	400		400	0.0%	
4256	Maintenance - Pavilion	10,546	692	2,000	1,308		1,308	34.6%	
	Pavilion and Car Park :- Indirect Expenditure	24,816	2,249	17,900	15,651	0	15,651	12.6%	0
	Net Income over Expenditure	(17,147)	(3,249)	(400)	2,849				

Detailed Income & Expenditure by Budget Heading 31/05/2024

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205</u>	<u>Public Toilets - Market Place</u>								
1060	Contribution to running costs	11,000	0	5,000	5,000			0.0%	
	Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101	Electricity	2,236	179	2,200	2,021		2,021	8.2%	
4103	Water Rates	1,549	163	3,000	2,837		2,837	5.4%	
4106	Repairs and Maintenance	150	35	1,000	965		965	3.5%	
4180	Cleaning	5,229	1,007	7,000	5,993		5,993	14.4%	
	Public Toilets - Market Place :- Indirect Expenditure	9,164	1,384	13,200	11,816	0	11,816	10.5%	0
	Net Income over Expenditure	1,836	(1,384)	(8,200)	(6,816)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	241	1,700	1,459		1,459	14.2%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	1,230	7,000	5,770		5,770	17.6%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	1,471	11,700	10,229	0	10,229	12.6%	0
Net Expenditure	(8,605)	(1,471)	(11,700)	(10,229)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,467	1,167	7,000	5,833			16.7%	
1048 Income Art House Cafe	6,479	935	6,700	5,765			14.0%	
Corporate Properties :- Income	13,946	2,102	13,700	11,598			15.3%	0
4175 Costs Art House Cafe	0	18	0	(18)		(18)	0.0%	
Corporate Properties :- Indirect Expenditure	0	18	0	(18)	0	(18)		0
Net Income over Expenditure	13,946	2,083	13,700	11,617				

Detailed Income & Expenditure by Budget Heading 31/05/2024

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211</u>	<u>Art House Cafe</u>								
4108	Service Contracts	549	0	0	0		0	0.0%	
4175	Costs Art House Cafe	774	156	750	594		594	20.8%	
	Art House Cafe :- Indirect Expenditure	1,323	156	750	594	0	594	20.8%	0
	Net Expenditure	(1,323)	(156)	(750)	(594)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212</u>	<u>Round House</u>								
4101	Electricity	(1,181)	68	400	332		332	16.9%	
4103	Water Rates	161	0	200	200		200	0.0%	
4106	Repairs and Maintenance	966	0	250	250		250	0.0%	
	Round House :- Indirect Expenditure	<u>(54)</u>	<u>68</u>	<u>850</u>	<u>782</u>	<u>0</u>	<u>782</u>	<u>7.9%</u>	<u>0</u>
	Net Expenditure	<u>54</u>	<u>(68)</u>	<u>(850)</u>	<u>(782)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213</u>	<u>31 Market Place</u>								
4106	Repairs and Maintenance	875	0	1,000	1,000		1,000	0.0%	
4108	Service Contracts	85	0	1,000	1,000		1,000	0.0%	
	31 Market Place :- Indirect Expenditure	960	0	2,000	2,000	0	2,000	0.0%	0
	Net Expenditure	(960)	0	(2,000)	(2,000)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	271	1,800	1,529		1,529	15.0%	
4102 Non Domestic Rates	8,556	897	5,000	4,103		4,103	17.9%	
4103 Water Rates	230	47	250	203		203	18.8%	
4106 Repairs and Maintenance	150	0	2,000	2,000		2,000	0.0%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	0	15,600	15,600		15,600	0.0%	
4184 Fire security: Unit	94	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	24,984	1,215	24,950	23,735	0	23,735	4.9%	0
Net Expenditure	(24,984)	(1,215)	(24,950)	(23,735)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220</u>	<u>Play Areas and Open Spaces</u>								
4157	Grasscutting	33,179	6,485	25,000	18,515		18,515	25.9%	
4158	Replacement Play Equipment	800	0	0	0		0	0.0%	
4165	Maintenance play areas	8,243	0	10,000	10,000		10,000	0.0%	
4169	Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179	Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	
4193	Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
	Play Areas and Open Spaces :- Indirect Expenditure	<u>59,200</u>	<u>6,485</u>	<u>50,600</u>	<u>44,115</u>	<u>0</u>	<u>44,115</u>	<u>12.8%</u>	<u>0</u>
	Net Expenditure	<u>(59,200)</u>	<u>(6,485)</u>	<u>(50,600)</u>	<u>(44,115)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221</u>	<u>King George V Park/Splashpad</u>								
4101	Electricity	1,573	0	7,000	7,000		7,000	0.0%	
4106	Repairs and Maintenance	1,460	93	1,000	907		907	9.3%	
4108	Service Contracts	5,501	1,894	5,500	3,606		3,606	34.4%	
4199	Chemicals	3,119	0	2,000	2,000		2,000	0.0%	
4313	Sports Roadshow	3,152	627	5,000	4,373		4,373	12.5%	
4913	Water	0	0	10,500	10,500		10,500	0.0%	
	King George V Park/Splashpad :- Indirect Expenditure	<u>14,804</u>	<u>2,614</u>	<u>31,000</u>	<u>28,386</u>	<u>0</u>	<u>28,386</u>	<u>8.4%</u>	<u>0</u>
	Net Expenditure	<u>(14,804)</u>	<u>(2,614)</u>	<u>(31,000)</u>	<u>(28,386)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302</u>	<u>Projects</u>								
1020	Miscellaneous Income	117	0	0	0			0.0%	
1050	Grants Received	3,060	0	0	0			0.0%	
1052	Switch on Event - Stalls	3,921	0	2,000	2,000			0.0%	
1059	Sponsorship	0	0	5,000	5,000			0.0%	
1179	Neighbourhood Plan	5,689	(575)	0	575			0.0%	
	Projects :- Income	12,787	(575)	7,000	7,575			(8.2%)	0
4073	Climate Fest	1,134	0	0	0		0	0.0%	
4074	Neighbourhood Plan	29,151	4,812	0	(4,812)		(4,812)	0.0%	
4078	Community Projects	1,452	386	4,000	3,614		3,614	9.7%	
4080	Melksham in Bloom Competition	41	50	250	200		200	20.0%	
4304	Switch on Event	11,370	0	10,000	10,000		10,000	0.0%	
4321	Coronation	6,857	0	0	0		0	0.0%	
4322	Age UK Project Worker	11,021	12,000	0	(12,000)		(12,000)	0.0%	
	Projects :- Indirect Expenditure	61,026	17,248	14,250	(2,998)	0	(2,998)	121.0%	0
	Net Income over Expenditure	(48,239)	(17,823)	(7,250)	10,573				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310</u> <u>East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	(428)	1,300	1,728			(32.9%)	
Economic Dev. and Planning :- Income	1,889	(428)	1,300	1,728			(32.9%)	0
4071 Town Floral Displays	6,119	725	6,000	5,275		5,275	12.1%	
4308 CCTV	3,445	16,667	0	(16,667)		(16,667)	0.0%	
4309 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4354 Parking Scheme	1,516	0	1,000	1,000		1,000	0.0%	
4356 LHFIFG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	17,392	14,000	(3,392)	0	(3,392)	124.2%	0
Net Income over Expenditure	(13,724)	(17,820)	(12,700)	5,120				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405</u>	<u>Solar Farm Projects</u>								
1182	Solar money received	48,105	0	40,000	40,000			0.0%	
	Solar Farm Projects :- Income	48,105	0	40,000	40,000			0.0%	0
4500	Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
	Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
	Net Income over Expenditure	48,105	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	26,944	8,994	30,000	21,006			30.0%	
1192 Income-Assembly Hall Events	0	0	20,000	20,000			0.0%	
Assembly Hall Central Costs :- Income	26,944	8,994	50,000	41,006			18.0%	0
4000 Salaries ENI & Pension	70,530	18,539	85,000	66,461		66,461	21.8%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	0	1,000	1,000		1,000	0.0%	
4905 Cleaning Materials	2,020	576	2,000	1,424	473	951	52.5%	
4907 Stationery/Printing/Postage	163	56	150	94		94	37.3%	
4909 Licences	(2,990)	0	3,500	3,500		3,500	0.0%	
4911 Electricity	16,459	2,750	17,000	14,250		14,250	16.2%	
4912 Gas	208	26	100	74		74	26.3%	
4913 Water	2,922	900	3,000	2,100		2,100	30.0%	
4914 Rates	8,608	1,720	9,500	7,780		7,780	18.1%	
4915 Equipment	305	142	5,000	4,858		4,858	2.8%	
4916 Maintenance-Equipment	5,314	397	7,000	6,603		6,603	5.7%	
4917 Service Contracts	10,373	569	8,400	7,831		7,831	6.8%	
4918 Maintenance	5,671	0	13,000	13,000		13,000	0.0%	
4922 Publicity & Marketing	8,043	607	6,000	5,393	223	5,170	13.8%	
4927 Stocktaking	520	0	600	600	130	470	21.7%	
4958 Event Security	1,133	0	0	0		0	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	26,283	161,250	134,967	826	134,141	16.8%	0
Net Income over Expenditure	(123,285)	(17,290)	(111,250)	(93,960)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
510 Assembly Hall Events								
1004 Film shows	358	0	300	300			0.0%	
1173 Live Shows - Hall Hire	23,027	5,785	0	(5,785)			0.0%	
Assembly Hall Events :- Income	23,385	5,785	300	(5,485)			1928.5%	0
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	910	4,500	3,590	1,400	2,190	51.3%	
4958 Event Security	120	128	0	(128)	128	(256)	0.0%	
4960 Live entertainment:	1,689	680	0	(680)		(680)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	1,718	4,720	3,002	1,528	1,474	68.8%	0
Net Income over Expenditure	16,345	4,067	(4,420)	(8,487)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520	<u>Assembly Hall Bar and Catering</u>								
1001	Income-Assembly Hall Bar	52,166	9,552	40,000	30,448			23.9%	
1003	Income Food and Snacks	0	0	3,500	3,500			0.0%	
	Assembly Hall Bar and Catering :- Income	52,166	9,552	43,500	33,948			22.0%	0
4901	Catering Stock Purchases	676	68	2,000	1,932		1,932	3.4%	
4903	Bar Stock Purchases	20,147	4,831	20,000	15,169	1,884	13,285	33.6%	
	Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	4,899	22,000	17,101	1,884	15,217	30.8%	0
	Net Income over Expenditure	31,344	4,653	21,500	16,847				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Earmarked Reserves								
1180 CIL Received	1,140	637,457	0	(637,457)			0.0%	
Earmarked Reserves :- Income	1,140	637,457	0	(637,457)				0
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	3,154	50,000	46,846		46,846	6.3%	
9245 Solar Money	41,959	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	298,833	19,767	60,000	40,233	0	40,233	32.9%	0
Net Income over Expenditure	(297,693)	617,690	(60,000)	(677,690)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902</u>	<u>Sinking Funds</u>								
9203	Recreation Fund	0	0	5,000	5,000		5,000	0.0%	
9233	Play Equipment Replacement	0	0	20,000	20,000		20,000	0.0%	
9234	Repairs and Maintenance - KGV	0	0	5,000	5,000		5,000	0.0%	
	Sinking Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
<hr/>									
	Grand Totals:- Income	1,222,880	1,189,041	1,240,070	51,029			95.9%	
	Expenditure	1,390,136	239,931	1,240,070	1,000,139	6,222	993,917	19.8%	
	Net Income over Expenditure	<u>(167,256)</u>	<u>949,110</u>	<u>0</u>	<u>(949,110)</u>				
	Movement to/(from) Gen Reserve	<u>(167,256)</u>	<u>949,110</u>						

02/09/2024

Melksham Town Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	2,205	
105	Vat Control	7,879	
106	Misc Debtors	131	
111	Prepaid Shows	364	
120	Bar Stock	5,789	
203	Unity Bank	856,338	
211	Lloyds Bank: Short Fixed Term	53,515	
213	Credit/Debit Card Control	3,149	
214	CCLA: Investment	126	
215	Cambridge BS	86,682	
220	Petty Cash	52	
251	Lloyds Cash & Bank Assembly	807,322	
253	Assembly Hall Float	1,100	
Total Current Assets			1,824,652
<u>Current Liabilities</u>			
501	Creditors	34,679	
502	Creditors-Assembly Hall	60	
515	PAYE/NI Due	(518)	
516	Pension Due	11,294	
560	Deposits/Receipts In Advance	385	
566	Events Control 2021 Onwards	4,902	
Total Current Liabilities			50,803
Net Current Assets			1,773,849
Total Assets less Current Liabilities			1,773,849
<u>Represented by :-</u>			
301	Current Year Fund	630,594	
310	General Fund	474,523	
321	Earmarked Reserves	0	
322	EMR - CIL	46,584	
323	EMR - Solar Monies	101,824	
325	EMR - East Melksham Comm Hall	315,030	
326	EMR - Unplanned Maintenance	(6,205)	
327	EMR - Election Expenses	5,199	
328	EMR - Green Spaces	1,311	
329	EMR - Major Projects Reserve	83,910	
330	EMR - Precept Contribution	45,000	
331	EMR - Town Team Project	5,000	
332	EMR - Market Town Initiative	14,836	
333	EMR - Recreation Fund	2,130	
334	EMR - Office Equipments	4,275	
335	EMR - Street Furniture	13,837	
336	EMR - Equipment Replacement	21,000	
338	EMR -Shurnhold Field	15,000	
Total Equity			1,773,849

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